

BOARD OF MAYOR AND ALDERMEN

March 16, 2021

7:30 p.m.

Mayor Craig called the meeting to order.

Mayor Craig stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, O'Neil, Levasseur, Terrio, Porter, Shaw, Barry, Gamache, Hirschmann

CONSENT AGENDA (ITEMS)

Mayor Craig advised if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

5. Resolutions:

“Amending the FY2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

“Amending the FY 2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

“Amending the FY2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY 2021 CIP 811521 Small Business Assistance Program.”

REPORTS OF COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

6. Recommending that ordinance amendment:

“Amending Chapter 130.13 Camping in Public Places by lowering the maximum fine for unlawful camping in public places.”

ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration.

(Unanimous vote)

COMMITTEE ON COMMUNITY IMPROVEMENT

7. Advising that the request from Alderman Terrio regarding the installation of a traffic light at the intersection of Cilley Road and Jewett Street will be referred to the budget process.

(Unanimous vote with the exception of Alderman Roy who was absent)

8. Recommending that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
9. Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$14,373.86 from CIP 710018 Annual ROW Road Reconstruction to CIP 710021 Annual ROW Roadway Rehabilitation be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
10. Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$247,221.84 from CIP 711518 FY18 Residential 50/50 Sidewalk Program and 712820 50/50 Residential Curbing/Sidewalk to CIP 712121 50/50 Residential Curbing/Sidewalk Program be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
11. Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$21,806.72 from CIP 711618 FY18 Roadway Improvements to 712421 FY21 Roadway Improvements be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
12. Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$30,799 from CIP 811621 CARES Act Support Fund-Public Service Capital Improvements and 812321 CARES Act Support Fund - CDBG-CV3 to CIP 811521 Small Business Assistance Program be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
13. Recommending that the request for a line item transfer of \$29,063 from Other to Salary for CIP 810117 Police Records Management System Replacement be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)

14. Recommending that the project extension request for CIP 610919 Homeless Prevention/Rapid Rehousing to 6/30/21 be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)
15. Recommending that the request for subordination of a City lien in the amount of \$438,000 for 1015 Elm Street be approved.
(Unanimous vote with the exception of Alderman Roy who was absent)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

17. Recommending that the following traffic regulations be approved:
CROSSWALK
On Boutwell Street north of Amory Street
Alderman Gamache
2 HOUR PARKING 8 AM-6 PM
On West Street, west side, from a point 169 feet south of Conant Street to a point 18 feet south
Alderman Gamache
HANDICAP PARKING
On West Street, west side, from a point 187 feet south of Conant Street to a point 18 feet south
Alderman Gamache
RESCIND 2 HOUR PARKING
On West Street, west side, from a point 20 feet north of Douglas Street to a point 10 feet northerly (ORD 7503)
Alderman Gamache
RESCIND 2 HOUR PARKING 8 AM-6 PM, THURSDAY- 9 PM
On West Street, west side, from a point 169 feet south of Conant Street to a point 35 feet south (ORD 10011)
Alderman Gamache
(Unanimous vote with the exception of Alderman Terrio who was absent)
18. Recommending that the proposed changes to the Encumbrance Permit Policy be approved.
(Unanimous vote with the exception of Alderman Terrio who was absent)
19. Advising that the request from the Thirsty Moose for extended outdoor patio seating on Merrimack Street was approved.
(Unanimous vote with the exception of Alderman Terrio who was absent)

*HAVING READ THE CONSENT AGENDA, **ALDERMAN O'NEIL** MOVED THAT THE CONSENT AGENDA BE APPROVED. **ALDERMAN CAVANAUGH** DULY SECONDED THE MOTION. MAYOR CRAIG CALLED FOR A VOTE. THE MOTION CARRIED ON A UNANIMOUS ROLL CALL VOTE.*

REPORTS OF COMMITTEES

COMMITTEE ON HUMAN RESOURCES/INSURANCE

16. Advising that they have directed the HR Director to go back to the six respondents to the benefits broker RFP and ask them to submit their best and final offer in a sealed bid to be opened at the next committee meeting in April.
(Unanimous vote)

Alderman Sapienza moved to receive and file. I am really concerned about this because we are talking about opening up sealed bids in a public committee meeting. I don't think that is right. That is not how we do business. We had a request for proposals. It was an RFP, not a bid where we are just looking for prices. If we want the business community to respect us in the future when we put out an RFP, it can't come down to this. I think opening up sealed bids in a committee meeting is a new idea and I think it is a bad idea. I think the city is going in the wrong direction and the BMA is going in the wrong direction. I understand the committee had a lot of concerns and this was the best they could come up with on short notice but I think telling the people who responded to an RFP already to come to a meeting where we are going to open up the bids on TV in public is silly I am sorry to say.

Mayor Craig asked Kathy or Alderman Stewart do you want to speak to this.

Alderman Stewart stated I share concerns with Alderman Sapienza. I did vote for this as there seemed to be no other alternative that the committee could get behind. As those

who have been on the committee or watched some of the meetings know (audio cut out). I have a memo from former HR Director Jane Gile if anyone is interested in seeing that but that is the process that we originally followed back earlier this year. It was a process that was explained back in October during a committee meeting and no one objected at that time or otherwise voiced concerns about the process until the selection committee came back after spending eight hours interviewing the finalists and made a recommendation. I will let Director Ferguson weigh in and explain some of the background.

Alderman Cavanaugh stated I agree with Alderman Stewart that this is something that went through the process but I had an issue because two of the respondents to the RFP were eliminated by the third party broker. I thought it was important to get all of these people together. We had a long discussion in at least two meetings and I wanted to give all the companies that responded a chance to at least be heard. We worked on that and all of the committee members agreed to meet. We were going to go into non-public session and have those presentations. We were then advised by Mr. Normand that we couldn't go in non-public as a committee. I am a firm believer that it shouldn't just be the cheapest bid. I think you have to look at a company that is going to give a service to the city and the city employees and that is why I wanted to do this. I wanted to give all of the people that originally responded a chance because originally two were knocked out of competing in this.

Alderman O'Neil stated I read this and I can't disagree with what Alderman Sapienza said. We seem to be mixing the procurement code and Alderman Cavanaugh kind of led into it a little bit. When you go out for an RFP, you select the company or firm that provides the best value to the city. It isn't necessarily the lowest bid. We went out for an RFP yet we are selecting off of a low bid. I don't disagree with Alderman Sapienza. I think it is a mixture of the procurement system to be honest with you.

Alderman Long stated I am going where Alderman O'Neil just went. It is the lowest qualified bidder. Are these respondents qualified? Have we determined that they are qualified bidders and if that is the case, when you open these bids you have to choose the lowest one because they are all qualified? Our procurement code says we will choose the lowest qualified bidder. I don't know if these respondents have been qualified.

Alderman Stewart stated I would defer to Director Ferguson. I know that we had Aurore Business Solutions, a consulting firm that the city paid to oversee this process. I can't speak for certain with regard to the qualifying process that they might have gone through. I can say that there was a set of criteria that we were looking to determine finalists. Initially we wanted to do the top three finalists of the six that responded and we also agreed to interview the incumbent as well since they had been with the city for 10 years I believe. That was the process set out and then those four finalists were interviewed and came in to present and answer questions. Also qualified only applies to competitive bidding which this is not.

Alderman Sapienza stated it took eight hours to go through three proposals. If we have six respondents, how long is that meeting going to be. Like Alderman Stewart just mentioned, this is an RFP so they have to explain the whole proposal and everything else. I just don't think a committee meeting is a place for that. This committee meeting could take 14-16 hours or longer. I think we are going down the wrong road now.

Kathleen Ferguson, HR Director, stated we went through the same process that was followed by the previous HR Director. I know that Alderman Stewart mentioned that. We had a representative from Finance on the selection committee as well as the Chairman of the HRIC Committee. We also invited a non-bias company to do the scoring and pick the RFP. This contract doesn't cost the city any money. They deal directly with the HR Department. The RFP was out there and we came up with our recommendation and the committee said that the selection committee wasn't what they

were looking for and they wanted to do it themselves. That is when they decided to go out and ask for a best and final bid and they wanted a sealed bid process. As far as the selection committee, they were all set and everything was done but the elected officials weren't in agreement and that is how it turned into this sealed bid best and final offer.

Alderman Terrio stated just to refresh my memory, this was the company that came before us and we asked questions...I guess we are changing our relationship to a new vendor and some of the aldermen were not happy that we were changing vendors. Is that correct? Didn't this company come before us and we asked questions and were concerned that maybe they couldn't do their job? I felt comfortable at the time if it is the people that I am thinking of. Is my recollection correct?

Ms. Ferguson responded I believe that some of the aldermen weren't comfortable with HR as well as the Chairman of the HRIC Committee as well as a representative from Finance and the selection committee's recommendation.

Alderman Terrio stated they came before us and answered our questions and as I recall, they are a nationwide company that has done this type of business before. Kathy in a nutshell can you summarize what the concerns were please?

Ms. Ferguson replied as far as I know they were concerned about municipality experience but this company feels confident that they have that experience. They were excellent as far as offering new ideas for the employees. To us, they were the best selection for the City of Manchester. They had a lot of new technology. Like you said, we went through eight hours with four vendors, two hours each, and our Benefits Coordinator who deals with them directly felt most comfortable with this company. We did exactly what the previous director did only they asked for a representative from the HR Committee but they did not have that. We had the Chairman of the committee. When we explained that to the committee, they were not in agreement.

Alderman Porter stated I agree with Alderman O'Neil. There appears to be a blending here. My question would be legally would we have to reject the bids that went to committee and reopen it or is this process something legally that we can do? Could the Solicitor weigh in on that for me?

Emily Rice, Solicitor, stated I think there is a potential real world constraint here which is that I believe the plan was to have the broker and have the RFP process and make a selection in time for the next fiscal year. It seems like we are getting to the point where as a practical matter that real world constraint is going to prevent this process from going forward. Maybe I am wrong about the timing. I do agree with the discussion that many things are being conflated here. There is the RFP process, which is frequently deployed by the city and involves the hiring of professional services which is not subject to the same restrictions as competitive bidding under the procurement code. It is by virtue of that that the selection committee utilized a set of criteria and a consultant and identified what they believed to be the most competitive offer with all things considered but not necessarily in the bidding process and with the same criteria used under the procurement code. I don't know what the intention is but I wonder whether we are not, even if this gets straightened out tonight, anybody is going to be able to go forward anyway on the time schedule that was originally contemplated. I apologize that I don't recall when this all started but it was many months ago.

Mayor Craig asked Emily based on what is before this evening which is asking that the HR Director go back to all six respondents and have them submit their best and final offer in a sealed bid to be opened up at the next committee meeting, is that something that this Board can proceed with.

Solicitor Rice replied in a context in which a number of criteria are deployed under an RFP, I am not sure what a best and final offer would be. That sounds to me like language

from competitive bidding, which this is not. I don't know how the best and final criterion is going to be assessed. Ordinarily when you say best and final you are talking about buying a thing like a house or constructing a building or doing a plumbing project and that sort of thing. My question is what are the criteria against which the best and final offer is going to be measured? Is it going to be measured against the initial criteria that was included and analyzed by the selection committee under the RFP or is it something else? I am just afraid that we are getting into a situation where it is neither fish nor fowl. We are really getting into a gray area here. I don't really know what is contemplated. In other words once all of those offers are...if this process were to go forward and the offers were to be opened how would they be assessed? That is very, very unclear to me so I think it is perilous to go down the path of receiving these offers without knowing going in and without sharing with all the competitors what the criteria are. So is it the original criteria or something else and if it is something else what is it?

Ms. Ferguson stated just to clarify, they originally had 150 questions to answer and information that was sent to everyone. We did not choose the lowest bidder. Like Emily just said, this wasn't an RFQ. This was a request for proposals so we took all of the information from this process and did not choose the lowest bidder. We chose who the selection committee thought was best for the employees as well as best for the City of Manchester. All of them had the same process and same questions. The selection committee watched their presentations and decided on one company.

Solicitor Rice stated under the procurement code, the city has certain obligations in a competitive bidding process vis a vis the lowest bid. In the RFP process that is generally not true and indeed in this RFP process it was not. If we can't articulate what the criteria are against which these so-called best and final offers are going to be measured then that is highly problematic.

Alderman Cavanaugh stated originally when we had the third party come in they eliminated two of the six offers that came in so the selection committee that you and Alderman Stewart sat on listened to four proposals. Is that correct?

Ms. Ferguson answered yes.

Alderman Cavanaugh stated I think that came back to the committee with a recommendation for information only and we said that we should have had input and not just be told that it was for informational purposes. I was talking about it too saying that we should have given all six companies a chance to present at the selection committee that you talked about or with the HR Committee. We wanted to have the presentations made to the HR Committee and were told that we couldn't meet in non-public to do that. That is when I came up with the best and final to just try to get the best company for the employees.

Alderman Terrio asked if we go with Alderman Sapienza's motion does that mean we are awarding the contract to the original vendor.

Mayor Craig answered I don't believe so. There is no motion to approve anything.

Alderman Terrio stated as I recall, some of the aldermen were concerned that the successful vendor couldn't actually do the job and didn't have enough experience and weren't big enough. If we go out and do another RFP, I don't think that is going to address their concerns about the cheapest vendor or whatever. That wouldn't change their minds because they thought the company that was picked was not able to do it.

Alderman O'Neil stated my biggest concern is the disclosure of commissions. It is my understanding that some of the vendors listed their commission and some didn't. Kathy stated that this contract doesn't cost the city anything but my understanding is Anthem is

paying whoever gets selected the same commission. So somebody is paying for that and that must be us indirectly. The retirees pay the increase on the commission. I believe I am correct on that. One of the things I am looking for is that everybody is disclosing the same thing. They can't say well it doesn't cost the city anything. Of course it costs the city something. Every one of them should be listing what their commission is with Anthem and how they get paid by the retiree plan. There is a third one but I am drawing a blank on it. It should be apples to apples and not this mixed fruit where one says we are getting a commission from Anthem and others are saying it doesn't cost anybody anything. I don't believe that is correct.

Alderman Roy stated Alderman O'Neil is right. The retirees' money comes into the city and it is a pass through. I would like to point out that as a retiree I am quite aware that in the past two years our fee that we have to pay has gone down significantly so the current company has been doing a very good job with that. I was one of the people who had a concern about the chosen company and what their history was in the state and in New England with cities our size. If I recall correctly, they didn't have that much experience in this area with cities our size.

Alderman Porter stated in reading Article 7 under the procurement procedures, I totally agree with Emily. I think we are in a gray area here. We have a fiduciary duty to protect the city obviously and my concern by reopening this with a best and final is we don't really have procedures set forth and I don't know that it would be considered promotion of fair and equitable treatment to all suppliers as stated under the Charter. Because of that, I am going to agree with Alderman Sapienza. My fear is that if we go down the wrong path it could be problematic. I will leave it at that.

Alderman Stewart duly seconded the motion to receive and file.

Alderman Shaw asked if we receive and file this, what is the HR Committee going to do then.

Mayor Craig replied in my opinion you can either approve the company that the selection committee recommended or we can provide guidance to the committee in terms of the criteria for a best and final offer or ask the committee to do so.

***Mayor Craig** called for a vote on the motion to receive and file the committee report. Aldermen Cavanaugh, Roy, Levasseur and Hirschmann voted nay. Aldermen Stewart, Long, Sapienza, O'Neil, Terrio, Porter, Shaw, Barry and Gamache voted yea. The motion carried.*

***Alderman Stewart** moved to accept the recommendation of the selection committee to award the contract to USI. **Alderman Terrio** duly seconded the motion.*

Alderman Roy stated I don't think we should be voting on this tonight. I don't think our questions were answered. A perfect example is somebody wants to know right now since we are going to vote on it what the company's name is. We aren't prepared for this.

Alderman Hirschmann stated there are so many questions. Alderman O'Neil was the one asking for the best and final because like he said everybody had different commissions and different answers. I don't think HR has done a good enough job of telling us who the vendor is and why they are the best vendor. The vendor we currently have has held us to a 1% for years. They have done a great job. They work with our negotiating team. Are there going to be extra charges for all the hours that these companies bill out to go to negotiation sessions? There are so many questions in my mind. I don't know how these guys became the best vendor. I don't know.

***Alderman Levasseur** moved to table. **Alderman Roy** duly seconded the motion.*

Mayor Craig stated we can table it but like Emily said timing is critical right now and I just feel like if we table it, nothing is going to change. If we are going to go out and do a best and final offer, that is fine if this Board wants to do that but we need to set the criteria for which all of the entities who are going to submit information will be judged on. It is the prerogative of this Board and a tabling motion is non-debatable.

Mayor Craig called for a vote on the tabling motion. Aldermen Cavanaugh, Roy, Sapienza, Levasseur, Terrio and Hirschmann voted yea. Aldermen Stewart, Long, O'Neil, Porter, Shaw, Barry and Gamache voted nay. The motion failed.

Alderman Shaw asked did the HR Director's Office or the HR Committee come up with the questions and the criteria for what they needed to get a price on.

Ms. Ferguson answered the selection committee came up with the questions to the broker based on...we have a Benefits Coordinator in the HR Department. We came up with the criteria when the information went out to the different companies.

Alderman Shaw stated so if we table this can we still...this is tabled now right.

Mayor Craig replied no it failed.

Mayor Craig stated the motion on the floor right now is to accept the recommendation of the selection committee.

Alderman Porter asked Kathy do you feel, based on your experience in HR, that the best company was selected.

Ms. Ferguson responded yes 100%.

Mayor Craig called for a vote on the motion to accept the recommendation of the selection committee and award the benefits broker contract to USI. Aldermen Cavanaugh, Roy, Levasseur, Terrio, Porter, Shaw, Barry and Gamache voted yea. Aldermen Stewart, Long, Sapienza, O'Neil, and Hirschmann voted nay. The motion carried.

REGULAR BUSINESS

- 20.** Communication from Jill Holt advising the Board of her resignation as an alternate member of the Planning Board.

Alderman O'Neil moved to accept the resignation with regret. Alderman Barry duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

- 21.** Nomination(s) to be presented by Mayor Craig, if available.

Mayor Craig stated pursuant to Section 3.14(b) of the City Charter, below please find the following nominations which will layover to the next meeting of the Board pursuant to Rule 20.

Manchester Development Corporation Board of Directors

Danielle Fisher as a regular member, term to expire March 11, 2024
Stephen Grywacz as a regular member, term to expire March 11, 2024
Alex Walker as a regular member, term to expire March 11, 2024
Michael Skelton as a regular member, term to expire March 11, 2024

22. Confirmation(s) to be presented by Mayor Craig:
- Planning Board
Todd Connors to replace Jill Holt as an alternate, term to expire May 1, 2022
 - Water Works
Gary Hamer to replace William Trombly as a regular member, term to expire January 1, 2024
Craig Brown to replace Linda Miccio as a regular member, term to expire January 1, 2024
 - Trustees of Trust Funds
Mike Walsh to replace Colin Pio as a regular member, term to expire January 1, 2024
 - Office of Youth Services Advisory Board
Junior Munzimi to replace Kamal Basnet as a regular member, term to expire January 1, 2024
 - Airport Authority
Gregory Goodrich to fill a vacancy, term to expire March 1, 2024

Alderman Cavanaugh moved to confirm the nominations as presented. Alderman Barry duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote with the exception of Alderman Porter who voted nay on Craig Brown.

23. Nomination of Julie Turner to fill the Ward 1 Board of School Committee Member vacancy.
(Note: This nomination was made by Alderman Cavanaugh at the 3/2/21 BMA meeting at which time a vote was taken to keep nominations open.)

Alderman Cavanaugh moved to close nominations. Alderman Terrio duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

Alderman Cavanaugh moved to confirm Julie Turner to fill the Ward 1 Board of School Committee member vacancy. Alderman O'Neil duly seconded the motion.

Alderman Terrio stated I support the tradition that the alderman from the ward where there is a vacancy makes the nomination unless there is something glaringly wrong. As I see the nominee's resume, she is highly qualified. I do have a question for Alderman Cavanaugh though. In reading her resume, it says that she is a part-time employee of the school district. It is my understanding that a School Committee Member cannot be employed by the school district. She can volunteer as a teacher's aide or whatever but she can't work for the school district. I just want to clarify that before we vote.

Alderman Cavanaugh replied I don't have her resume in front of me but I thought it said she used to do that but left that position to stay at home with her children and she just volunteers now with the PTA.

Mayor Craig stated I think she is a substitute teacher which isn't a permanent position.

Alderman O'Neil stated I saw that she stopped being a substitute teacher in March of 2020.

Alderman Roy stated that was my question which refers to incompatibility in the Charter. So you are confirming...the way I read the resume she was still a substitute teacher and my question was would she have to give that up. Is it confirmed that she hasn't been a substitute teacher since sometime last year as Alderman O'Neil stated? I think she is over qualified and a great choice.

Alderman Shaw stated in 2010 when I became an alderman, I had been subbing at McLaughlin and I was told I could no longer sub. As long as she doesn't sub anymore, I am okay with this.

Mayor Craig stated I want to confirm that she did resign in March 2020.

Mayor Craig called for a vote. *The motion carried on a unanimous roll call vote.*

24. Communication from Theodore Kitchens, Direction of Aviation, requesting authorization to accept two grants from the Federal Aviation Authority.

Alderman Hirschmann moved to approve the request. **Alderman Porter** duly seconded the motion. **Mayor Craig** called for a vote. *The motion carried on a unanimous roll call vote.*

25. Budget projections to be submitted by Sharon Wickens, Finance Officer, if available.

Sharon Wickens, Finance Officer, stated the general fund expenditure and revenue forecast as of March 16 based on department head estimates shows that the current projected general fund operating surplus is \$1,843,000. The operating surplus is comprised of a revenue deficit of \$1,078,500 and an expenditure surplus of \$2,921,500. The revenue deficit is primarily due to lower building permit and parking revenue, as well as lower rental income at the ice arenas. If I can pause there for a moment, you will notice that the building permit deficit is appearing for the first time this month. Director LaFreniere has stated that he continues to hope for an improved construction economy this spring and feels that sufficient pent up demand exists with a potential for revenue rebound within this fiscal year. We felt that it would be prudent to note this and watch it and hopefully this will rebound. Also, the expenditure surplus includes \$500,000 in debt service savings as well as \$675,000 for the contingency account. There were 32 retirements through March 15 compared with 28 at this same time a year ago. Severance paid through March 15 amounts to \$1,461,904 compared to \$1,145,214 a year ago. The severance account has a balance of \$608,437. Also, we received some information regarding the American Rescue Plan Act of 2021 so I included a memo to the Mayor in the new business packet. I don't know Mayor if you want me to address that now?

Mayor Craig replied sure.

Ms. Wickens stated in the American Rescue Plan Act of 2021 signed by President Biden on March 11, 2021, the estimated allocation to Manchester released by the House Oversight Committee is approximately \$44,346,732.85. This estimate is based on 2019 census data so they are warning us that it may vary slightly. The first distribution amount of Manchester will be 50% of this amount and will be distributed not later than 60 days from the date of enactment. The second distribution amount or the remaining 50% will be distributed not earlier than 12 months after the date of the first distribution. I just wanted to make the Board aware of that.

Mayor Craig stated I want to mention a few things. We are still waiting for guidelines on how these funds can be used. From a high level perspective, we have heard the following that I thought it would be beneficial to share. These funds can be used to respond to COVID-19 including assistance to households, small businesses and non-profits, to respond to workers performing essential work during COVID-19, to address revenue shortfalls and to make investments in water, sewer or broadband infrastructure. That is just generally speaking. They are currently writing the guidelines. I just wanted this Board and the public to understand what is going on and I think it would be extremely beneficial like we did for the Airport to take a vote to accept these funds. They are not going to be spent. The Board has to approve how they will be spent but the Board should accept them so that when they are ready we receive them.

Alderman Cavanaugh moved to accept the \$44,346,732.85 from the American Rescue Plan Act of 2021. Alderman Barry duly seconded the motion.

Alderman Porter stated you answered 99% of my question but I would really love to see a lot of this money earmarked towards the roadways if we can. I know that it mentioned water and sewer so maybe this would be an opportune time to really attack some big

areas all over the city. I know it isn't just in ward 8 that we are running into infrastructure problems. If these are going to be one-time funds, I would love for this Board to dedicate a majority to roadway improvement.

Alderman Levasseur asked do we need a revenue override to accept these funds or are these just one-time funds.

Mayor Craig responded it is similar to the CARES Act funding so we do not.

Alderman O'Neil asked so to reiterate you said these funds could be used as a response to COVID-19 related impact to homeowners and businesses. Is that correct?

Mayor Craig replied small businesses and non-profits.

Alderman O'Neil asked and you mentioned essential workers.

Mayor Craig answered yes during COVID-19 and revenues and investments in infrastructure. We can send the information that we received from the federal delegation to the Board so you all understand what we have. I would be happy to share the information as we receive it.

Alderman O'Neil stated I heard Sharon say that this would be spread over two of our fiscal years. Is that correct?

Ms. Wickens answered yes that is correct.

Alderman Hirschmann stated my concern was not accepting the funds but the actual discussion of oversight and disbursement. Already we have people eyeballing the money for sewer pipes in their wards. This is money coming from the federal government to be

directed towards the pandemic otherwise it wouldn't be coming. There are people with different needs and we need to find out what those needs are and apply the money there. I hope that we will be discussing this in the Finance Committee.

Mayor Craig stated when we received funding if you recall last year during the budget process...this isn't going to happen during the budget process because we don't have the information and we won't have it by the time I present my budget but I put together a proposal and presented it to the Board on ways to utilize those funds that came in. It was then up to the Board to decide whether to do that or not. I was going to take a similar approach with this working with the community to put together a proposal and share it with the Board. I would be happy to work collectively with the Board. This is something that we all need to participate in to come up with the best solution for our community.

Alderman Hirschmann asked this \$44 million, is it coming directly to the city or is it for the city and the school district. Is the school district getting a different amount?

Mayor Craig answered they are. This money would come directly to the city and the document that I will share with all of you highlights other allocations coming out and being directed to different agencies. There are many different areas where funding will be going to. There is funding going to counties. There is funding going directly to the state. This time around for the first time it is coming directly to the city. It is covering many different things. The school district will be getting funds sent directly to them.

Alderman Long stated there is more expansion on this money than just relating to COVID-19. There are no rules out there currently and we don't know what those rules are going to be. The county is receiving \$80.8 million so we will be looking at that also as a delegation. I chair the delegation so we need to know that during the budget process. Until we get these rules, we can't be sure what we can do with this money. Every municipality is getting money and we are getting ours directly because we have over

50,000 people. We are getting ours directly from the federal government. It is not a pass through from the state. The state is getting money to pass through to the rest of the municipalities so they will all be under the same guise. However, the state is getting \$1.5 billion and there will be money there also available for grants for specific dedicated items. The first stimulus regarding COVID-19 that we got we had to invoice against that money. This money is coming directly to us and we will determine what we will use it first once we are clear on what that is. I believe it needs to be expended by 12/31/2024. There is another part in there that says through the fiscal year so I am not sure if it is June or December. There are plenty of questions that we need answers to and until the Secretary of Treasury comes out with those rules, we are not going to be certain.

***Mayor Craig** called for a vote on the motion to accept the \$44,346,732.85 from the American Rescue Plan Act of 2021. The motion carried on a unanimous roll call vote.*

***Alderman Roy** moved to recess the meeting to allow the Committee on Finance to meet. **Alderman Hirschmann** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

Mayor Craig called the meeting back to order.

28. Report(s) of the Committee on Finance, if available.

The Committee on Finance respectfully recommends, after due and careful consideration, that Resolutions:

“Amending the FY2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

“Amending the FY2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars

and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

“Amending the FY2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY2021 CIP 811521 Small Business Assistance Program.”

ought to pass and be enrolled.

Alderman Roy moved to accept the report and adopt its recommendation. Alderman Porter duly seconded the motion.

Alderman Long asked with respect to the roadway improvement and sidewalks, are those all transfers from surpluses in bonds. None of this is general fund? Is any of this CDBG money or federal money that comes to the city? Is this all excess bond money that we are transferring to these projects?

Mayor Craig responded the funds are being transferred from one project to another. I would ask Leon to talk about the source if that is what you are asking.

Alderman Long stated I just want to make sure that we are not spending money that we have coming in May from this American Rescue Plan.

Mayor Craig stated no we aren't. This is not new money.

Mayor Craig called for a vote on the motion. The motion carried on a unanimous roll call vote.

29. Report(s) of the Committee on Administration/Information Systems, if available.

The Committee on Administration respectfully recommends, after due and careful consideration, that the request for a digital art display to be located above Cat Alley be approved and that the Mayor be authorized to sign the air rights agreement subject to the review and approval of the City Solicitor.

Alderman Long moved to accept the report and adopt its recommendation. Alderman Cavanaugh duly seconded the motion.

Alderman Sapienza stated I voted against this in committee but I am happy to see the display go up. I have a concern about protecting the city. Really I just want to offer an amendment to the lease agreement to allow the BMA to terminate with a 90 day notice. That gives the leasee full due process to go through the committees and the Board before the Board votes to terminate and then we give them 90 days. I think that protects the city. We had a lot of discussion in committee around if we don't like it and we want to remove it we can use the Planning Board or go to court and get lawyers and sue them but really all we need in this contract is a clause to terminate upon BMA approval with 90 days' notice. That is not asking for a lot. It is simply protecting the city. This is a 20 year lease and we are going to tie the hands of the next 10 Boards. We don't know what is going to happen in the next 20 years. We just had a pandemic and nobody saw that coming. Things can pop up and we need to protect the city. It is fine to put the sign up for now but maybe in 5 or 10 years the city will feel differently and need to do something and rather than go to court and argue about it, I think we should just put a simple clause in this contract that says upon approval of the BMA we can cancel this contract after 90 days' notice. That gives Ms. Hitchcock plenty of due process and plenty of notice. In committee she didn't really care for that idea. She is asking us to trust that she is going to do the right thing for 20 years when she may not even be there for 20 years. She may sell it and we may be dealing with a different owner and again we have no protection. She is asking us trust her and I am asking her to trust the city and the BMA. If it is a positive

thing for the city we will leave it there and if it becomes a negative thing for the city then maybe we will remove it. I am offering an awful lot of due process. Even banners that go across Elm Street...the content of those banners has to be approved by the City Clerk's Office. This is going to be an electronic sign. So not only are we talking about a 20 year lease for \$1 but why would anyone do that? Why would we give a lease for \$1 and give up full control of our air space? I can see doing it to get some art up there but again I think we need to protect the city. What we are talking about here is we are talking about allowing a digital display board above Cat Alley and that is going to be controlled by one of the city's biggest sources of campaign contributions. We are going to have no say on the content of the digital display board. We could have content up there for 20 years and we have no say about it. The only thing is we have some ordinances against advertising but who is to say...art is in the eye of the beholder. All I am doing is offering an amendment to the motion to put that clause in there so with full approval of the BMA we can terminate the lease with a 90 days' notice. That protects the city. There is absolutely no reason for us not to put that in there. There is no downside to this. Really. We are talking about allowing one of the biggest sources of campaign contributions full authority to put anything they want up on that sign. I think that is dangerous. Why would anyone do that? That is exactly why I don't take campaign contributions; so I can protect the city. My job is to protect the city on this and that is a simple clause so I don't see why anyone would vote against it.

Alderman Stewart stated I think there are protections for the city as I noted in committee. I think the proposal as written does protect the city if for whatever reason there is a non-artistic display on it. The city would have recourse to have it removed and should we have to go to court and litigate it and the judge finds for the city, the owner of that sign would have to pay the attorney fees. Over and above that, I am concerned about the effect that something like this could have on other people who want to approach the city with private/public partnerships. This is something that the owner of the building, who is proposing to do this, is investing significant funds in for something that will beautify not

just downtown but the city. Again, it is not insignificant money and to say that within 90 days with the will of the BMA that we can just order its removal...it seems like overload here. It seems extreme when we have mechanisms in the agreement if they go afoul of the artistic intent. There is no need to put this extra stringent clause in the agreement.

Alderman Shaw stated I completely agree with Alderman Stewart. In committee I mentioned that I don't think it is fair to add something like this to a proposal that has already been discussed and brought forward with language. I think if you are going to do something like this, it should be a separate proposal that is brought to the Board for consideration and not added to something that has already been discussed and brought forward as a proposal. It is not right or ethical. I also think that we have the safeguards in place already and we have already dealt in this city with things that were inappropriate or whatever that were closed down. I totally disagree that we should do anything to this proposal and am certainly against an amendment.

Alderman Porter stated given the length of time of this lease, 20 years, I think that having some built-in covenant in here...I am going to agree with Alderman Sapienza. I think that we saw some issues on South Willow Street with some of the signage but we also have to be cognizant that as a political body we have to be very careful about the content and so forth because of the First Amendment. It is not as if we can simply say hey get rid of that sign because we don't like the message you are conveying. I think with the length of this particular lease being 20 years, I would not mind seeing language drafted that would give the city an opt out with sufficient notice. If 90 days isn't enough we could do 120. I do agree with the premise of what Alderman Sapienza is saying based on the length of the lease and would feel more comfortable with that language in there.

Mayor Craig stated it is my understanding that there is an out if the entity isn't abiding by the purpose of the lease but we can have the Solicitor confirm that after everyone has spoken.

Alderman Roy asked can anyone tell me what the extenuating circumstances are as to why this is time sensitive and couldn't lay over until the next meeting. Anybody?

City Clerk Normand stated it is my understanding from the requestor that they have contractors in place to get this put up tomorrow and they asked the Mayor's Office to move it to the full Board for approval tonight.

Alderman Roy asked so essentially there were no extenuating circumstances but they were counting their chickens before they hatched. Okay. Twenty years is a long time. I am going to be honest with you. I think all of this stuff is sign pollution and I think it is a safety issue. It distracts drivers. I dislike these things, especially the stuff that went on on South Willow Street with the billboard which was crazy. I will go along with this but I do want to see some type of protection. I think Alderman Sapienza is right that 20 years is a long time and we need to protect ourselves.

Alderman Cavanaugh stated I think that you have to look at the body of work that people do. The Hitchcocks are good residents and they are good corporate people who bring a lot of business and a lot of good paying jobs to the city. That says a lot too. If you look at the negative things...I think it was disgusting what happened on South Willow Street but we partnered with Trinity High School and allowed them to put a sign on our property. That has been nothing but a success. It is a gateway to the city and it is beautiful. I am all for this the way it is written.

Alderman Sapienza stated there is one clause in the contract that talks about canceling it but it is very weak and has more to do with liability insurance than anything else. It is taking the judgment of the BMA away for 20 years. There is no reason...I can't think of a reason in the world why we need to do that. This is a simple clause to protect the City of Manchester. Yes, my colleague mentioned the other signs. Most of those signs have

this clause in the agreement. There is absolutely no reason to do this. You do look at the body of work but we don't know who is going to own that building a year from now. We don't know. Things change and that is what I am trying to protect the city from; unforeseen changes. I have no idea why somebody would put the city at risk for no reason and yes, this is the place to make those changes. One of my colleagues said it is not right to bring it here and make changes. Yes that is a function of this Board. The Solicitor's Office drafted an agreement for our review, comment and to make amendments should we feel the need to. To say that we shouldn't be doing this and that it is unethical...I don't know why we are here then. That is what we are here to do. That is a simple amendment and it protects the city and I can't imagine why somebody wouldn't do it. It is exactly why I don't take campaign contributions.

Mayor Craig asked the Solicitor to verify that there are safeguards in the lease agreement. It was said that there are no protections for the city and in reading this I don't agree with that and would like your opinion please.

Solicitor Rice stated as Alderman Sapienza said, we drafted the license agreement and the lease with the expectation that there would be comments. I wasn't present for the committee discussion. Clearly, the lease is a contract and if either party breaches the lease each party has rights under the law. I think that given the purpose of the lease, a long-term is pretty standard in terms of property. Basically you have a standard lease with standard protections and it sound like the debate is about what the term of the lease should be and then also what the termination provisions are. Those are fairly standard and have been included and it is really a decision for the Board.

Alderman Sapienza asked wouldn't it be a simple matter to put a clause in there so we can terminate this upon approval of the BMA with a 90 day notice. Wouldn't that be much preferable than trying to take them to court where you could lose and if you lose our lawyers won't be paid for? Really the city would need to prove that they don't have

insurance basically. That is pretty much all I see in the contract. If they have the insurance then there is very little we can squawk about.

Solicitor Rice answered I don't think that would be the only relief that both parties would have but putting that aside for the moment, any time the city enters into a lease agreement there is also the possibility that the city will be accused of breaching the lease. As long as the parties agree and as long as it doesn't violate the law of real property, yes theoretically you could put anything in the lease. The question is whether or not the other party is going to agree to the lease under those terms. It is just a terminal lease at the end of the day from a legal standpoint.

Alderman Sapienza stated yes and I think it would be very advisable to have that in there to protect the city. I mean it is an alternative to going to court. Without it, we are sacrificing all control. Do we have any control besides not allowing advertising on that electronic sign?

Solicitor Rice replied yes conceivably we would have a claim for breach of any term in the lease but as...

Alderman Sapienza interjected that is not a term in the lease. What goes on the sign is not a term in the lease. The content of the sign is not a term in the lease is it?

Solicitor Rice stated as Alderman Porter pointed out, when we start wandering into the territory as a municipal government of restricting the content that is on the sign, that is a dicey First Amendment area. I am not sure the extent to which that is in dispute. Yes, theoretically if this Board wishes to change the terms of the document that has been drafted and was voted on by the committee, you can do so. Then the question remains as to whether or not the party to whom we are leasing that space wishes to continue to do so and reach an agreement with the city.

Alderman Sapienza stated that is up to them obviously but otherwise we are allowing a private citizen complete editorial control on what goes on an electronic sign. That is kind of crazy to me now that I think of it. Why would we do that? Even a banner that goes up over Elm Street has to be approved by the City Clerk's Office.

Alderman Long stated we are talking about an alley here and we are talking about a sign going east and west, not north and south on Elm Street. It is going east and west and the rights we are giving them are over the alleyway. The sign is attached to their building. Ms. Hitchcock was asked in our committee meeting whether she would agree with the 90 days and she wasn't prepared to answer that. I am in favor of granting this without the amendment. In the future if we want to look at air rights that we have this 90 day clause in there. There has been a lot of investment in this alley and I believe it will remain the same. This is another added investment in this alley. I will be voting yes as it is presented.

Alderman Porter stated to echo some of what Alderman Sapienza said, it is not about the current owners. The fear could be the future if they sell the building and a new owner takes over. It seems like we have a lot of questions here that probably need to be flushed out in greater detail. I would make a motion to table this. It is not an emergency and there are no extenuating circumstances to bring this forward tonight. I would make a motion to table so we can get these questions answered and speak with the Hitchcocks a little more in-depth.

Liz Hitchcock stated I understand Alderman Sapienza's concerns 100%. That being said, this was the agreement that we came to and we came to the Board with after talking with the City Solicitor. We thought this was the best way to proceed. I don't want to change protocol that has happened in the past and I don't want to be a precedent for future changes in protocol based on my request. I would also like to point out to the Board that

previously I had been given the opportunity to do the crosswalk in downtown Manchester without a firm and final art piece of it with the understanding that I would follow the design as required by DPW. That is how we would move forward with this. Thank you.

Alderman Levasseur stated my understanding from reading the agreement is that the city does have recourse concerning the sign if there is advertising on it. I would consider anything that was political or supporting a certain candidate as advertising. I think there is already a clause that protects the city from that particular issue that seems to be bothering Alderman Sapienza. The other thing is this is attached to two private buildings. They are literally just asking to reach across the air space to attach this sign to two private buildings. I know there is a little room there but if the city ever wanted to take those buildings over through the eminent domain process they could do it that way. I don't think that allowing it to go forward as it stands will not allow for us to have an opportunity to fix whatever issues come up. If somebody thinks that this could become a political sign, that is not the intent and purpose of the lease and it is not the intent and purpose of the use of that sign and I believe that is pretty clearly spelled out in the contract language and with the understanding of the lease. I think we are fine to go forward with what we have now without making it more difficult and adding more language in there. I think we are protected.

Mayor Craig asked Matt is the motion on the floor to accept the report.

City Clerk Normand stated the original motion was to accept the report and that was made by Alderman Long and duly seconded by Alderman Cavanaugh. I am not sure if Alderman Sapienza got a second or if you are accepting his motion for an amendment. I also don't believe that Alderman Porter's motion to table got a second.

Mayor Craig responded I don't think either did.

Alderman Long stated the archway is being attached to two buildings owned by the Hitchcocks. I just wanted to clarify that.

Alderman Roy stated for point of clarification, Alderman Sapienza was looking for an amendment and I don't believe that requires a second. It needs to be accepted by the original maker of the motion or the person who seconded it. Is that correct?

Mayor Craig asked did anyone accept the amendment.

Alderman Roy stated I am just asking because I will second the amendment but I don't think it does any good because it has to be accepted by the two aldermen who made and seconded the motion.

City Clerk Normand stated you can vote on the amendment first if you would like. It is really up to the Board as to how they want to proceed here.

Mayor Craig stated it doesn't appear that the makers of the motion want to accept the motion.

Alderman Roy asked so if I second his motion to amend the lease agreement, is that the correct way to go. I didn't think it was.

City Clerk Normand stated the motion on the floor is to accept the committee report as presented. Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, O'Neil, Levasseur, Shaw, Barry, Gamache and Hirschmann voted yea. Aldermen Roy, Sapienza, Terrio, and Porter voted nay. The motion carried.

30. Report(s) of the Committee on Lands and Buildings, if available.

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the request for installation of a Soofa Sign at 848 Elm Street be approved and that the Mayor be authorized to sign the revocable license subject to the review and approval of the City Solicitor's Office.

***Alderman Shaw** moved to accept the report and adopt its recommendation. **Alderman Long** duly seconded the motion. Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, Sapienza, O'Neil, Levasseur, Terrio, Porter, Shaw, Barry, Gamache and Hirschmann voted yea. Aldermen Roy voted nay. The motion carried.*

31. Resolutions:

“Amending the FY2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

“Amending the FY2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

“Amending the FY2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY2021 CIP 811521 Small Business Assistance Program.”

***Alderman Hirschmann** moved to waive the reading by titles only. **Alderman Roy** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

***Alderman Cavanaugh** moved that the resolutions ought to pass and be enrolled.*

***Alderman O'Neil** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

NEW BUSINESS

Alderman Porter asked Matt can you tell me when the yard waste issue will be going to committee. I am getting a lot of calls about that.

City Clerk Normand stated Alderman Stewart is the chairman of that special committee. I think he is scheduling something for April.

Alderman Stewart stated I am looking at April 6.

Alderman Porter replied great. My phone has been ringing a lot.

***Alderman Porter** moved to reconsider under Rule 10 of the BMA the \$2.8 million remaining balance on the loan to the school district. **Alderman Roy** duly seconded the motion.*

Alderman Long asked does the second need to be made by someone who voted in the affirmative.

City Clerk Normand answered I don't believe the second needs to be someone from the majority.

Solicitor Rice stated it says "a motion for reconsideration of a vote shall be open for debate but such motion shall not be considered unless made by a member voting with the majority."

Mayor Craig asked does it have to be made at a certain time.

Solicitor Rice answered I will read the entire rule. It says “a motion for reconsideration of a vote shall be open for debate but such motion shall not be considered unless made by a member voting with the majority, or unless notice has been given at the meeting at which the vote is passed, in which case the motion shall be made at the next regular meeting after and only one motion for reconsideration of any vote shall be permitted.”

Mayor Craig stated so it has to be noticed at the meeting the vote was taken. Is that correct?

Solicitor Rice responded no I don't believe so.

Mayor Craig asked so at that meeting or the following meeting.

City Clerk Normand stated a member of the voting minority would have to make a motion for reconsideration at the same meeting. He is a member of the majority so he can make the motion at this meeting.

Alderman Porter stated the reason I am bringing this forward is I still agree with Alderman Sapienza's premise that the money probably should have been given to them but they came to us looking for forgiveness of a loan balance of \$2.8 million and then I find out within a couple of days that they are advertising a position for a Chief Equity Officer at a starting salary of \$110,000 to \$120,000 a year plus benefits. Now I understand that Manchester Proud is somehow going to be paying that salary. I understand that but they are not going to pay that in perpetuity. My understanding is that the school district will still be on the hook to pay retirement benefits, FICA and everything else. It just baffles my mind how the school district can come before this

Board and ask for forgiveness and then offer a position at a starting rate that is actually more than a step 1 pay grade 29 for the Chief of Police or Fire Chief for a position in the district that is allegedly hurting for money. We keep hearing as alderman that we need to fund them more. My message is crystal clear here. You can't sell to the citizens of this city that you are going to give a starting salary of \$110,000 to \$120,000 per year when you are coming to us hat in hand and asking us to forgive a loan that you entered into and by you I don't mean anybody here but the school district. For those reasons, I am making this motion to reconsider. I was frankly insulted that they would do that. This is hemorrhaging money. You know, with all due respect to Manchester Proud, I understand they raised \$1.5 million but there is a community improvement list from the school district two to three years long that would have a direct impact on these kids. If they want to use the \$1.5 million, go ahead and do it for something to impact the students but to pay for a salary and ask us to pick up the tab two, three or four years from now at this rate I think is disingenuous and flat out wrong. I have said my piece and that is why I am bringing this forward.

Alderman Shaw stated I have a question for Matt on procedure. It is my understanding that in order to file for reconsideration it has to be done by a member who voted in the affirmative and it has to be done before the end of the meeting when the vote was taken. That is how it is done in Concord. I don't know whether this rule is different but it is a moot point now. I didn't want to prevent Alderman Porter from going forward but for future reference I question that procedure. I thought when Emily read it, the motion was supposed to be made by someone who voted in the affirmative, which he did so that was legal except for the fact that he made the motion today and didn't mention it at the last meeting. I guess it really doesn't matter anymore but I am just questioning that procedure.

City Clerk Normand stated he is correct that he did vote in the affirmative. In the rule, there is a comma when it says voted with the majority and then it says or unless notice be

given at the meeting. The “or” implies and past practice has been that if you are a member of the minority you have to give notice before the end of the meeting where the vote was taken. Being a member of the majority, he is able to bring that up tonight.

Mayor Craig called for a vote on reconsideration. Aldermen Cavanaugh, Stewart, Long, Sapienza, O’Neil, Terrio, Shaw, Barry, and Gamache voted nay. Aldermen Roy, Levasseur, Porter, and Hirschmann voted yea. The motion failed.

Alderman Sapienza stated I would like to congratulate Peter White on his morning show. He celebrated his 5th anniversary this week. Peter has built a real community that is enjoyed by many people in Manchester of all ages. Congratulations Peter White and thank you.

Alderman Levasseur asked is Caller 06 someone on this Board. Everyone is listed as a name for the virtual meeting and I don’t know who Caller 06 is.

City Clerk Normand responded that could be any member of the public that tunes in.

Alderman Levasseur replied okay thanks.

Mayor Craig asked Anna Thomas to give an update on COVID-19 and vaccinations.

Anna Thomas, Public Health Director, stated so here we are in a wonderful place of getting out to the community to provide vaccination very broadly. Just to summarize where we are at as far as cases, we have investigated now over 10,000 cases of Covid in the City of Manchester and have provided contact tracing to close to 20,000 individuals associated with those positive cases. We have had countless cluster investigations of long-term care facilities, businesses, schools, daycares, and restaurants. Our testing sites that we have run in partnership with the Fire Department have taken in over 7,000

specimens for testing over the last several months and we provided financial assistance, PPE, and thermometers to the Granite United Way Covid Relief Fund to approximately 2,000 Manchester residents. We are now at a place where we are reaching out to the community. We are entering into Phase IIA and IIB so for all of you and also anyone who is listening, we want to convey that tomorrow appointment scheduling opens up for Phase IIA, which is K-12 and childcare staff. They can contact the state either through 211 or by visiting the state's website. That is www.vaccines.nh.gov. Next week on March 22, Phase IIB opens up and that includes anyone age 50 and older. It is the same process. Call 211 or visit the website. I will be one of those callers. I finally got to my turn and am very excited about that. We have gone out or are going out to all of the senior high rises, Easter Seals, and the Moore Center. We have vaccinated patients with the Mental Health Center of Greater Manchester and Amoskeag Health and FIT/New Horizons. Tonight we were at Beech Street School in partnership with the Fire Department. We vaccinated 120 people there; families from that neighborhood. We will be visiting St. Anne's and St. Augustin's parish on Saturday and Helping Hands outreach we have already done. Lots of first responders and essential personnel have been vaccinated. You know we did a clinic on both Friday and Saturday for the school district. We will also be doing surrounding public school districts in some of the other communities. We have yet to determine if we are going to do specialized clinics for the private, charter and Catholic schools and childcares in the city. There are lots of them. We do want people to try to go to the fixed sites first and if they are having an issue getting their vaccination in a timely fashion, we may hold specialized clinics for some of those population groups as well. I want to thank Mayor Craig for her assistance during our school district vaccination clinic and I also want to give a shout out to Alderman Terrio who has graciously offered his expertise in providing vaccinations. He has already done that in other parts of the state and will be doing that in the future with us so we are very grateful for that. Lastly, I just want to also remind people because my role is to take the fun out of life that tomorrow is St. Patrick's Day and we will also be facing Easter. These are times when everyone gets together and will want to congregate. I just want to

caution everyone to use your common sense. You know what you need to do to protect yourselves. Wear your masks, try to socially distance and wash your hands a lot. Enjoy your holidays but please try to do those things wisely because we do not want to see another surge and we are waiting to see what is going to happen with some of these variants as they are bubbling up around the United States. That is it. If anyone has any questions, I would be happy to answer them. We are very excited and will be doing this for probably the next several months.

Alderman Levasseur asked why are the least vulnerable being vaccinated. Is this a decision that was made at the state level? I am getting mixed information. I saw some postings on other media sites that said that children under 16 should not be getting the vaccine and not because they are less vulnerable but because of the vaccine itself. I am not sure which vaccine they were talking about or what the difference is in the make-up of them. Why would we be doing the youngest, least vulnerable over the people that are the most vulnerable? Was there a decision process done at the state level or at the CDC level or is it a local level issue?

Ms. Thomas answered I am sorry for the confusion. We are not vaccinating children. They are still conducting the clinical trials with the vaccines. We are only doing adults. We did do some school based clinics to get to the adults.

Alderman Levasseur asked so it is not K-12 at all.

Ms. Thomas responded it is K-12 staff. I am sorry. The same thing with the childcare centers. We would only be vaccinating the staff; not the children.

Alderman Levasseur stated you are not the only one who made a statement like that. It has been in writing also. I have had other people asking me about that and we were concerned as parents about children getting the vaccination. We weren't sure if that was

something that was allowed to be done based on what we have heard from different news outlets and stuff that has been put in writing. Thank you for clearing that up. So you are not doing any children but still focusing on the teachers. Do the teachers have to be a certain age?

Ms. Thomas replied there are lots of layers to this. Everyone teaching K-12 and anybody who is taking care of children so people in childcare centers and even coaches would qualify for vaccination right now. That all opens up tomorrow and it doesn't matter what age you are. The other group will start next week and that is an age specific category. Anybody age 50 or older can sign up next week.

Alderman Levasseur asked when you sign up what is the waiting period.

Ms. Thomas answered we are hopeful, because they have done some large scale vaccination clinics, that it won't be backlogged like it was with the national system that we were using. We are now defaulting to a new state-designed system and hoping that people will be able to sign up and not have much of a waiting period. We do caution people that if that does happen, especially for some of the population groups like childcare workers and Catholic school teachers, etc. that if there is a backlog we will go ahead and try to schedule a clinic earlier specifically for those groups.

Alderman Levasseur asked do people have a choice of which vaccine they get. My understanding is there is a Nova vaccine that is in the third trial period right now and expected to come out in April that is one shot. It is a dead virus and not the live one that is being injected with Pfizer and Johnson & Johnson. Do you have any choice or do you just sign up and get what you get?

Ms. Thomas responded unfortunately you just sign up and get what you get. We are using Moderna, which is a two dose vaccine. That is the one where you have to wait 28

days to come back for. All of these folks we will be seeing again in 28 days to do the second dose. The only Johnson & Johnson large scale clinic that has been run so far is the one that you saw up in Loudon at the racetrack. I think they did 12,000 people and that is a one dose vaccine. They have talked about doing that again so I would anticipate that they will probably hold some additional clinics using that format for that particular vaccine. However, you have no choice and you basically get what you get.

Alderman Long stated Anna I just want to thank you for your outreach efforts at the high-rises. I received several calls and you have made their lives easier. A lot of them weren't comfortable with driving to a location and sitting in their car because they didn't have a vehicle and would be riding with somebody. I want to thank you for your initiative in that.

Ms. Thomas replied thank you.

Mayor Craig stated Anna you mentioned the work that you all did this weekend and just so the Board knows, they provided over 1,400 vaccines to the Manchester public school teachers, staff, bus drivers, coaches, Aramark staff and anybody who is in our schools. It was within a 12 hour period. It was really amazing to see the collaboration between the Health Department, Fire Department, Police Department and Aramark. Also many of the teaching staff were there volunteering. It was fantastic to see and really great to see so many happy people being vaccinated. I just wanted to thank you for that.

Mayor Craig stated we will now get a congregate living update from Emily, Dan and Leon.

Leon LaFreniere, Planning & Community Development Director, stated thank you for the opportunity to speak with you this evening about this issue. I know that several aldermen had received calls regarding the conversion of properties believed to house individuals

recovering from substance abuse issues. We have also received those calls and we have received calls from many concerned neighbors and are responding accordingly. The enforcement of zoning ordinance regulations and occupancies where these operators are claiming housing discrimination under federal law is a novel issue for the city. We haven't dealt with that sort of response in the past so it has taken some time for us to deal with how best to address those issues while not putting the city at risk. It is important to recognize that with regard to the zoning ordinance, this is only an issue of the number of occupants in a property. It is not a characterization of who those occupants are. The pandemic, as it has affected so many things in our lives, did cause delays and impacted our ability to move forward with a robust enforcement effort. We ended up with suspended housing inspections for a time. We had closed courts. All of those issues impacted the time required to understand the issues and develop an approach that would be defensible and does so in a way that doesn't give rise to any discrimination claims under federal law. Since last year, we have though made considerable progress in moving forward with our enforcement efforts. We recently developed a position regarding how to enforce these matters when operators are requesting a reasonable accommodation to occupy a dwelling under the ADA and FHA. It is worth noting that a number of municipalities have been found liable for discrimination under ADA and FHA when they dismissed requests for reasonable accommodations out of hand. This has resulted in those municipalities paying tens of thousands of dollars in attorneys' fees. We want to make sure that the City doesn't find itself in that situation obviously. Regulating these facilities represents a significant challenge when the operators are represented by attorneys who believe that when a facility is occupied by disabled people recovering from substance abuse they are protected by FHA and ADA, therefore, exempting them from local regulations. Alternatively, they claim that they are occupying properties as family units. These are both issues that we feel we have had adequate responses to and are proceeding accordingly with our enforcement efforts. Undoubtedly, the most challenging aspect of dealing with this entire issue is the lack of any state legislation or guidance on how to categorize and regulate these occupancies. The lack of regulatory framework at

the state level has proven to be the most difficult aspect of our attempts to resolve this issue. If there were state requirements associated with the establishment and management of these facilities as there are in many other states, we as a city would have a much clearer path to insuring that they remain compatible with their neighborhoods. I believe it is prudent to discuss ongoing enforcement efforts in general and broad terms so as to not compromise ongoing legal efforts regarding specific enforcement actions on individual properties. That said, I can tell you that the City is currently pursuing several enforcement cases against suspected rooming houses and has successfully required several more rooming houses or congregate living facilities to apply for relief from one of our land use boards. In February 2020, one property saw the variance for congregation housing in an R-2 zone was denied. That property has been sold and is now being occupied for a permitted use. There have been four properties that have received land use approvals to occupy as congregate housing over the past year. One applicant recently withdrew his variance request from the Zoning Board for a rooming house. There is one property that is scheduled to appear before the Planning Board this week to occupy a property as a congregate living facility. We have two properties where we are anticipating applications for land use approvals after sending those to violation. We recently stopped work commenced without permits and cited unpermitted uses at two additional properties. We are doing the best we can with our current zoning ordinance which doesn't specifically address these new types of housing facilities that we are seeing. If the state were to develop the regulatory framework, it would allow us to amend our zoning ordinance to more precisely address these facilities. We are going to continue to pursue enforcement actions within the limits of our regulatory structure against any violators we are made aware of. This will be a process that takes time and we ask for your patience and support in that effort. I believe that Chief Goonan and Solicitor Rice are with us this evening and may wish to speak as well. We would also be happy to answer any questions you may have. Mike Landry from my office is also on the call so we can try to respond directly to any questions.

Alderman Terrio asked have you looked into getting the state involved. I called the DRA and what I was told is that a lot of these congregate living houses are not reporting to the state and as far as the state is concerned, for approximately the first six months these houses and the rent are subject to the rooms and meals tax. After somebody has been there for six months they are a long-term tenant and the rooms and meals tax doesn't apply. I don't believe the owners of these properties are paying the rooms and meals tax as required because when I talked to DRA they said that they had very few, if any, congregate living houses paying the required tax in Manchester. So we might want to work hand-in-hand with the state to identify these congregate living houses to force them to pay the tax to the state.

Mr. LaFreniere replied I would just note that we have limited information as to the terms of occupancy that the residents of these properties have. Certainly we can reach out to DRA and see what kind of information they would need to investigate on their own that particular issue.

Mayor Craig stated it is also important to note that many times the City doesn't find out about them. We are not notified until people complain and then we know.

Alderman Shaw stated I want to let Mr. LaFreniere know that if you develop the request and you know what wording or what you want in the bill, I would be happy to submit the bill and sponsor it in the fall. If you want several of them, I would be happy to sponsor them and I know I can get several co-sponsors on both sides of the aisle. I would be more than happy to help with this so we can get something in place sooner rather than later.

Mr. LaFreniere responded thank you. That would be appreciated. There have been several bills working their way through the Legislature with limited success at this point. We are following them closely and if there are no bills that make it through to become

law or are on a path to become law then I think your suggestion is something we should follow-up on for the fall.

Alderman Shaw asked could you give me those bill numbers. I would like to know which ones they are and I will make sure that I check them out and see what I can do to move them along.

Mr. LaFreniere answered we can definitely give you that information.

Alderman Stewart stated I just want to say a couple of things. One, I agree with the comments with regard to the need for state regulatory framework. It is clear that it is very much needed. I will say too that I testified in the last session on one of these bills that sought to somewhat establish a framework. It was still pretty weak but it was something and even then it was very much opposed by these big businesses that are associated with sober living. A lot of them are businesses that are taking advantage of people. Most certainly, this needs to be regulated. I would like to also commend the Planning & Community Development Department, Solicitor's Office, and the Fire Department for all of their work on this issue. I know that I, like my other colleagues, have gotten a number of calls from residents who are very much concerned about these types of unregulated facilities with unpermitted uses. I know it is super frustrating for a lot of residents when they don't see immediate action but it is a super complex issue that needs to be, as Leon mentioned, very well thought out and approached methodically to make sure that when these notices are sent out the City has a leg to stand on when it comes to claims that are made with regard to the groups of individuals living in a so-called family unit and the fair housing claims that can be made for people living in recovery. It is complicated and these things could very well end up in court and when they do we need to make sure that we have an airtight case and are not, as Leon said, dismissing these claims out of hand. I will note that not all congregate living facilities are bad and not all recovery facilities are bad. Here in Ward 2, I think a model is Liberty

House. That is a home for the recovering homeless Veterans. They went through the process as they should. They identified a property that worked with NH Catholic Charities, a well-respected organization here, as is Liberty House which has been in existence for a number of years. They went through the zoning and site plan process as they should have. They played by the rules and had a neighborhood meeting. They met with folks and gave tours and talked to people. They did it the right way. I think it can be done the right way. It is just that a lot of these unscrupulous operators are just looking to make a quick buck and they are making money, believe me, with the rents they are charging these folks and cramming six to eight adults in a bedroom with bunkbeds. They are making a killing and that is why they are fighting it so hard. I would like to commend everyone working on this and say to the residents that everyone is working hard and please be patient. I know it is frustrating.

Alderman Cavanaugh stated Alderman Stewart is correct about the bill. If I remember correctly, Senator D'Allesandro presented the bill and it was going through the process last year. It got added on to one of the omnibus bills and one of the bills that got vetoed so we had to start the process over. We did a lot of work with HHS as well tightening it up. As Alderman Stewart said, let's help the good actors and get a list of the bad ones. The way you are going to do that is to take the money and funding away. The bill is going through and Alderman Shaw I can take a look at it tomorrow and find out where it is and get the number to everyone so we can gather more support for it.

Alderman Porter stated I concur with all of that but in the meantime Leon I would say let's not take a hesitant approach to this. Let's be very proactive and in a way in their face. If they want to flaunt this, send your crews out. I understand Covid but many other professionals were working during Covid. I don't necessarily accept that as an excuse. I think we need to just stay on top of this and be aggressive within the confines of the law. I am hearing hesitancy and I want aggressiveness and that is how we should attack this until we can get the state's help.

Mayor Craig asked Emily do you want to add anything.

Solicitor Rice replied I think Leon covered it. I want to assure everyone that we are taking a very systematic approach. Yes, certainly things were slowed down by Covid. I think the last time we presented on this topic it was weeks before the pandemic. At that time, we all contemplated continuing our discussion with the Administration Committee because we weren't able to get through the whole discussion. As everyone knows, the pandemic came raining down. I think everyone has been very patient but I want to assure everyone, especially those folks in the neighborhoods who have registered complaints, that we do take those complaints seriously but there is a system that we have to follow and we are following it as expeditiously as we possibly can. I don't know if Chief Goonan wants to add anything but we have all been collaborating and we understand how the community feels about this.

Daniel Goonan, Fire Chief, stated we are looking at this as a team. We are identifying these properties as they come up and addressing those issues as we can as a team. When we get a complaint we will go out and take a look at the building and make sure that Leon and his team are on board. We also check with Emily. These are complicated issues and we are trying to address them as we can while not putting the City in a situation that we shouldn't have to be in. We are taking our lead right now from Emily as we go after these places as to whether we are doing it appropriately. I can tell you that anytime somebody calls and anytime there is a complaint, we do look at that complaint and follow-up on it as a team.

Mayor Craig stated I have a few more items to cover. There is a letter in your packet that you all received and I want to make sure that you all saw it. It is from Families in Transition. The temporary emergency shelter is closing, as we discussed, on 3/31. FIT is working to find alternate housing for everyone that is at the temporary shelter. City

departments have been working in collaboration with FIT and many of our local partners to connect people to the services. I just want to recognize 1269 Café who is offering beds to individuals. The YWCA, FIT and the homeless coordinator at the VA again are all identifying beds. I want to recognize Charleen from the Welfare Department and her team who have been working extremely well and hard. Charleen actually found a rooming house that had vacancies and connected them with FIT, which is fabulous. They also have been providing FIT specialists with training. She has also had individuals go to the shelter and work with at least eight individuals there. There is great collaboration and the goal is to keep individuals who were in the emergency shelter sheltered going forward. I guess one other thing to note is since we last spoke they had placed seven people into permanent housing. There is also an update on the weekly shelter bed count. Right now they are averaging about 35 people a night. The high school graduations have been set. Saturday, June 12 is West and it will be at the high school at 11 AM. The other three schools will be on Sunday, June 12 at Northeast Delta Dental Stadium. At 9 AM it will be MST, 1 PM will be Memorial and 6 PM will be Central. I will be giving my FY22 budget address at 6 PM on March 30, which is a Tuesday.

Alderman Long stated with respect to the FIT letter, there were 180 people off and on in the emergency shelter. Is that what I am reading?

Mayor Craig replied in total yes.

Alderman Long stated they reference a planned development project that will add 11 units. Do we know where that is?

Mayor Craig responded yes that is Angie's Place.

*There being no further business, **Alderman Long** moved to adjourn. **Alderman Barry** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018 & 2021 CIP as contained in the FY 2018 & 2021 CIP budget; and

WHEREAS, the 2018 & 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Highway administered projects;

NOW, THEREFORE, be it resolved that the FY 2018 & 2021 CIP be amended as follows:

By decreasing:

FY 2018 CIP 710018 Annual ROW Road Reconstruction - \$14,373.86 BOND

By increasing:

FY 2021 CIP 710021 Annual ROW Roadway Rehab - \$14,373.86 BOND

Resolved, that this Resolution shall take effect upon its passage

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018, 2020 and 2021 CIP's as contained in the FY 2018, 2020 and 2021 CIP budget's; and

WHEREAS, the FY 2018, 2020 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2018, 2020 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711518 FY18 Residential 50/50 Sidewalk Program- \$73,956.41 OTHER

By decreasing:

FY2020 CIP 712820 50/50 Residential Curb/Sidewalk - \$73,265.43 BOND and \$100,000 OTHER

By increasing:

FY2021 CIP 712121 50/50 Residential Curb/Sidewalk - \$247,221.84
(\$73,265.43 BOND & \$173,956.41 OTHER)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2018 and 2021 CIP's as contained in the 2018 and 2021 CIP budget's; and

WHEREAS, the 2018 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the 2018 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711618 FY18 Roadway Improvement - \$21,806.72 OTHER

By increasing:

FY2021 CIP 712421 FY21 Roadway Improvement - \$21,806.72 OTHER

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY 2021 CIP 811521 Small Business Assistance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 811621 - CARES Act Public Service/Capital Improvements - \$12,705

FY 2021 CIP 812321 - CARES Act Support Fund - CDBG-CV3 Activities - \$18,094

By increasing:

FY 2021 CIP 811521 - CARES Act Support Fund - Small business Assistance Program - \$30,799

Resolved, that this Resolution shall take effect upon its passage

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that ordinance amendment:

“Amending Chapter 130.13 Camping in Public Places by lowering the maximum fine for unlawful camping in public places.”

ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

AN ORDINANCE

“Amending Chapter 130.13: Camping In Public Places by lowering the maximum fine for unlawful camping in public places.”

Be it Ordained, by the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by deleting language stricken (-----) and inserting new language as bold (**bold**). Sections of Chapter 130 not reflected remain unchanged.

§130.13 CAMPING IN PUBLIC PLACES.

(A) *Prohibitions.* It shall be unlawful for any person to use or cause to be used any of the streets, sidewalks, square or any other public place, excepting parks as governed by Chapter 96, as a camping place absent prior written permission from the Board of Mayor and Aldermen or its designee. As used in this provision, the term "camp" or "camping" shall mean the use of public property as a temporary or permanent place of dwelling, lodging or residence, or as a living accommodation at any time between sunset and sunrise as defined on the date of offense by the official government record, or as a sojourn that has not been authorized by the Board of Mayor and Aldermen or its designee. Indicia of camping may include, but are not limited to, any one or more of the following: storage of personal belongings; using tents, tarps or other temporary structures for sleeping or storage of personal belongings; hanging clothes line; carrying on cooking activities or making any fire in an unauthorized area; or any of such activities in combination with either sleeping or making preparations to sleep (including but not limited to the laying down of cots, cushions, sheets, blankets, sleeping bags or other bedding for the purpose of sleeping).

(B) *Enforcement.* The Manchester Police shall enforce this camping section only when the individual is on public property and there is an “available overnight shelter.” The term "available overnight shelter" shall mean that the person can, at the time of citation, go to a local homeless shelter, that said shelter has an available overnight space for the individual at no charge to the person, that said available overnight space will be available to that person upon their arrival and that the person is not barred for any reason including but not limited to bail conditions, protective orders, trespass orders, rules of the shelter, policies of the shelter, intoxication or impairment from going to the local homeless shelter. No person shall be cited unless and until a police officer receives confirmation of “available overnight shelter” as defined above, and the person has been advised that overnight shelter is available, warned that they will be cited should they not go to the “available overnight shelter” and continue to camp, and they have been given a reasonable opportunity to comply with the request. Reasonableness shall be judged based upon the specific facts of each case. If during the course of reasonably attempting to comply with request of the police officer to desist camping in a public place, the shelter bed becomes unavailable for any reason, the person shall not be cited. A police officer shall be required to conduct this inquiry each and every time prior to issuing a citation under this section.

(C) *Exceptions.* This section does not affect any other provision of the City of Manchester Code of Ordinances.

(D) *Penalty.* Any person who violates this provision shall be ~~sentenced under the provisions of §10.99 (a fine up to \$1,000)~~ **subject to a fine of up to \$250.**

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that the request from Alderman Terrio regarding the installation of a traffic light at the intersection of Cilley Road and Jewett Street will be referred to the budget process.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

Board of Aldermen

MEMORANDUM

To: Kevin Cavanaugh, Chairman of Committee on Community Improvement
Members, Committee on Community Improvement

From: Alderman Ross Terrio *LM for RT*

Date: February 1, 2021

Re: Traffic Light Request – Intersection of Cilley Road and Jewett Street

The intersection of Cilley Road and Jewett Street is heavily travelled and presently controlled by stop signs only. The City of Manchester has determined that the intersection should have traffic lights.

I am requesting that this request be put on the CIP list and installed when funding becomes available.

Thank you for your consideration.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 2/11/2021 21-041
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJM*
RE: EPD Abatement Requests

The attached tables summarize the 25 sewer abatements reviewed by the Highway Commission in January 2021.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

Summary of Abatement Requests
January 6, 2021 to Highway Commission
February 11, 2021 to CIP/City Clerk

Highway Commission

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation	Justification	Abatement Amount	Recommendation
1	14195-9244	Makarawicz	173 Jewett St	06/12/20	toilet leak	Grant	above 250% threshold -94%	1,548.69	Grant
2	29577-20412	Waszeczak	736 Hevey St.	07/29/20	kitchen sink, toilet leak	Deny	below 250% threshold -233%	0.00	Deny
3	160059-20404	Puchacz	696 Hevey St.	08/03/20	toilet leak	Grant	above 250% threshold -345%	292.41	Grant
4	61639-43416	Sheridan Revoc Tr.	188 Sherwood Dr.	08/07/20	kitchen sink, toilet and tub leaks	Deny	below 250% threshold -170%	0.00	Deny
5	49675-35060	Taube	206 Kearney St.	08/17/20	unknown	Deny	below 250% threshold -202%	0.00	Deny
6	184547-32124	Howell	40 Hillcrest Ave.	08/18/20	toilet leak	Grant	above 250% threshold -547%	241.87	Grant
7	3705-2396	Beaudoin	70 Orange St.	08/29/20	kitchen sink, toilet and tub leaks	Grant	above 250% threshold -328%	328.51	Grant
8	188891-2552	Guersonde	214 Bell St.	09/06/19	toilet leak	Grant	above 250% threshold -307%	603.78	Grant
9	179985-61384	Wang	112 Roycraft Rd.	09/10/20	toilet leak	Grant	above 250% threshold -1589%	1,451.22	Grant
10	27511-18430	Blazon	578 Dubuque St.	09/14/20	toilet leak	Grant	above 250% threshold -358%	335.73	Grant
11	177233-32724	Insalaco	20 W. Elmwood Ave	09/15/20	toilet leak	Grant	above 250% threshold -2070%	711.17	Grant
12	43395-30936	Gosselin	200 Purdue St.	09/21/20	Frozen water pipe in Jan 20	Grant	above 250% threshold -590%	371.83	Grant
13	88575-65996	Conroy	567 Central St.	09/29/20	outside water usage new/sod	Deny	Not an "Extraordinary Event"	0.00	Deny
14	176749-11980	Pernaw	2125 Elm St.	09/30/20	Irrigation leak	Grant	above 250% threshold -630%	823.08	Grant
15	132639-1100	Damon	568 Beech St.	10/01/20	running toilet	Deny	below 250% threshold -155%	0.00	Deny
16	187207-15880	Bunnell	130 Arizona St.	10/05/20	toilet leak	Grant	above 250% threshold -750%	610.09	Grant
17	80249-60940	Kiernan	88 Irwin Dr.	10/06/20	fill control valve malfunction	Grant	above 250% threshold -394%	371.83	Grant
18	161365-62284	Brown	246 Blevens Dr.	10/07/20	Deduct meter broke -replaced	Deny	below 250% threshold -221%	0.00	Deny
19	32757-22376	Garos	990 Union St.	10/09/20	unknown	Grant	above 250% threshold -510%	1,241.84	Grant
20	11373-7372	Kelley	316 Merrimack St.	10/15/20	hot water tank leaking	Grant	above 250% threshold -425%	140.79	Grant
21	189053-39214	Begley	489 Blevens Dr.	10/16/20	irrigation leak	Grant	above 250% threshold -320%	119.13	Grant
22	181669-18392	Patti	616 Rimmon St.	10/22/20	toilet leak	Deny	Rec'd after 90 day threshold	0.00	Deny
23	16985-65932	Dau	397-399 Spruce St.	11/05/20	toilet leak	Deny	below 250% threshold -150%	0.00	Deny
24	29577-20412	Basinow	285-287 Bridge St.	11/13/20	hot water tank	Grant	above 250% threshold -374%	920.55	Grant
25	196559-3754	Nguyen	243 Lake Ave	11/16/20	hot water line	Grant	above 250% threshold -259%	1,140.76	Grant

Total Abatements \$11,253.28

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/12/2020

Customer Name: Makarawicz

Account #: 14195-9244

Property Address: 173 Jewett St

Reason for
Request: toilet leak

Service Dates: 3/10/20-6/8/20-9/8/20

Bill Date: 4/22/20 & 10/17/20

Consumption: 477 ccf

% Increase
from Average: 994%

Average
Consumption: 48 ccf

Based on: 5 year average

Difference: 429 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approve 1/6/21

Abatement Total: 429 ccf at \$ 3.61 \$ 1,548.69

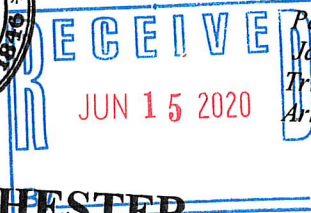
Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: McKerawicz Family Rev TR.

Address: C/O William Makarawicz 105 Pelham Road
Hudson (Street) NH (Unit) 03051-4413 (Zip)

Phone Number: 603-882-1277 (State)

Customer Account Number: 14195-9244

Address of Property for which Abatement is Requested:
173 Jewett St
Manchester (Street) NH (City) 03103-2807 (Unit) (Zip)

Billing Period: 3-10-20 6-8-20

Amount of Abatement Request: 1093.83

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

William Makarawicz
(Signature)

June 12 2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 7/29/2020

Customer Name: Waszeciak

Account #: 29577-20412

Property Address: 736 Hevey St.

Reason for
Request: Kitchen sink, toilet leaks

Service Dates: 4/13/20-7/13/20

Bill Date: 5/27/2020

Consumption: 105 ccf

% Increase
from Average: 239%

Average
Consumption: 44 ccf

Based on: 5 year average

Difference: 61 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J McNeil

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *Deny*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

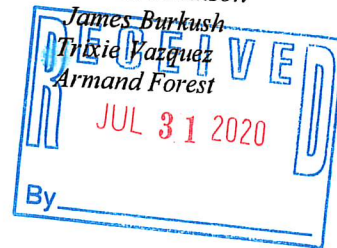
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson

James Burkush
Thirle Marquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John C. Waszerciak

Address: 736 Hevey Street

Manchester (City) NH (State) 03102-3116 (Unit)
(Zip)

Phone Number: 603-647-2789

Customer Account Number: 29577-20412

Address of Property for which Abatement is Requested: 736 Hevey Street

Manchester (City) NH (State) 03102-3116 (Unit)
(Zip)

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 274.36

Reason for Abatement Request: Sink Faucet Leak & Toilet Leak

ANY SAVINGS WOULD BE APPRECIATED

THANK YOU
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

7-29-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 8/3/2020

Customer Name: Puchacz Account #: 160059-20404

Property Address: 696 Hevey St

Reason for Request: toilet leak

Service Dates: 4/13/20-7/13/20 Bill Date: 8/26/2020

Consumption: 114 ccf % Increase from Average: 345%

Average Consumption: 33 ccf Based on: 5 year average

Difference: 81 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Abatement Total: 81 ccf at \$ 3.61 \$ 292.41

Highway Recommendation: Grant Date: 1-15-21

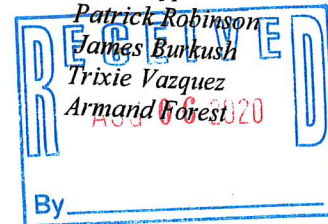
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John M. Pachac 2

Address: 103 Brennan Street

Manchester (City) NH (State) 03109-4714 (Unit) (Zip)

Phone Number: 603-315-6169

Customer Account Number: 160059-20404

Address of Property for which Abatement is Requested:
696 Hovey Street

Manchester (City) NH (State) 03102-3116 (Unit) (Zip)

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 277.97

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/3/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/7/2020

Customer Name: Sheridan Revoc Trust

Account #: 61639-43416

Property Address: 188 Sherwood Dr

Reason for
Request: Kitchen sink, toilet and tub leaks

Service Dates: 3/23/20-6/23/20

Bill Date: 8/5/2020

Consumption: 39 ccf

% Increase
from Average: 170%

Average
Consumption: 23 ccf

Based on: 5 year average

Difference: 16 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny JF McNeill

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: Deny

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Ann Sheridan Revoc Trust

Address: 188 Sherwood Dr.
(Street)

Manchester (City) NH (State) 03103-0117 (Unit)

Phone Number: 603-622-0355 (Zip)

Customer Account Number: 6639-43416

Address of Property for which Abatement is Requested:

188 Sherwood Drive
(Street)

Manchester (City) NH (State) 03103 (Unit)

Billing Period: 3-23-20 6-23-20 (Zip)

Amount of Abatement Request: 101.88

Reason for Abatement Request: Back Yard Faucet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/17/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/17/2020

Customer Name: Taube

Account #: 49675-35060
Combine Billing

Property Address: 206 Kearney St

Reason for Request: unknown

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 113 ccf

% Increase from Average: 202%

Average Consumption: 56 ccf

Based on: 5 year average

Difference: 57 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny FJ McNeill

Abatement Total: _____ ccf at \$ 3.61 \$ -

Highway Recommendation: Deny

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

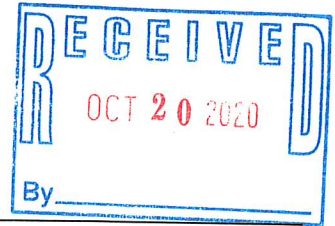
Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form



Name: Deanne Irving Taub
Address: 206 Kearney Street
(Street) (City) Manchester (State) N.H. (Unit) 03104 (Zip)
Phone Number: 603-623-4182
Customer Account Number: 49675-35060

Address of Property for which Abatement is Requested:

206 Kearney Street
(Street) (City) Manchester (State) N.H. (Unit) 03104 (Zip)

Billing Period: 5-11-2020 - 8-10-2020

Amount of Abatement Request: Bill was \$650.35

Reason for Abatement Request: Was shocked when received bill. Water company sent someone to check pipes. He thought maybe toilet was leaking, the no water or gurgling. Had plumber check it out, he replaced flapper. If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

There was no event. Can't imagine why toilet would cause such a huge bill.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Deanne Taub
(Signature)

8-17-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/18/2020

Customer Name: Howell

Account #: 184547-32124

Property Address: 40 Hillcrest Ave

Reason for Request: Toilet leak

Service Dates: 3/30/20-6/30/20

Bill Date: 8/12/2020

Consumption: 82 ccf

% Increase from Average: 547%

Average Consumption: 15 ccf

Based on: 10 quarter average
limited history

Difference: 67 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 67 ccf at \$ 3.61 \$ 241.87

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Jodi Howell

Address: 40 Hillcrest Ave
Manchester (Street) NH (City) 03103-6419 (Unit) (Zip)

Phone Number: 603-921-0725 (State)

Customer Account Number: 184547-32124

Address of Property for which Abatement is Requested:
40 Hillcrest Ave
Manchester (Street) NH (City) 03103-6419 (Unit) (Zip)

Billing Period: 3-30-20 6-30-20

Amount of Abatement Request: 241.87

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/18/2020
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchester-nh.gov • Website: www.manchester-nh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 8/29/2020

Customer Name: Beaudoin

Account #: 3705-2396

Property Address: 70 Orange St

Reason for Request: Kitchen sink, toilet and tub leaks

Service Dates: 5/18/20-8/19/20

Bill Date: 9/25/2019

Consumption: 131 ccf

% Increase from Average: 328%

Average Consumption: 40 ccf

Based on: 5 year average

Difference: 91 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved F McNeill

Abatement Total: 91 ccf at \$ 3.61 \$ 328.51

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

SEP - 2 2020

Name: George Beaudoin
Address: 3884 Brown Ave
(Street) Manchester (City) NH (State) 03103-7009 (Unit) (Zip)
Phone Number: 603-661-7000

Customer Account Number: 3705-2396

Address of Property for which Abatement is Requested:

70 Orange Street
(Street) Manchester (City) NH (State) 03104-6060 (Unit) (Zip)

Billing Period: 5-18-20 8-19-20

Amount of Abatement Request: 321.29

Reason for Abatement Request: Kitchen sink leak, toilet leak, tub leaks

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

8/29/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/22/19 & 9/6/19

Customer Name: Guersonde

Account #: 188691-2552

Property Address: 214 Bell St.

Reason for
Request: toilet leak

Service Dates: 12/24/18-3/25/19-6/26/19

Bill Date: 5/8/19 & 8/7/19

Consumption: 258 ccf

% Increase
from Average: 307%

Average
Consumption: 84 ccf

Based on: 5 year average

Difference: 174 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF McNeill

Abatement Total: 174 ccf at \$ 3.47 \$ 603.78

Highway
Recommendation: Grant

Date: 1-18-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

SEP 12 2019

Name: Guersonde DENIS

Address: 214 Bell street
(Street)

Manchester NH 03103
(City) (State) (Zip)

Phone Number: (603) 820-2956
(Zip)

Customer Account Number: 188691-2552

Address of Property for which Abatement is Requested:

214 Bell street
(Street)

Manchester NH 03103
(City) (State) (Zip)

Billing Period: 3-25-19 to 6-26-19

Amount of Abatement Request: 315.00

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/10/2020

Customer Name: Wang

Account #: 179985-61384

Property Address: 112 Roycraft Rd

Reason for
Request: toilet leak

Service Dates: 5/26/20-8/2620

Bill Date: 10/7/2020

Consumption: 429 ccf

% Increase
from Average: 1589%

Average
Consumption: 27 ccf

Based on: 5 year average

Difference: 402 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 402 ccf at \$ 3.61 \$ 1,451.22

Highway
Recommendation: Grant

Date: 1-15-21

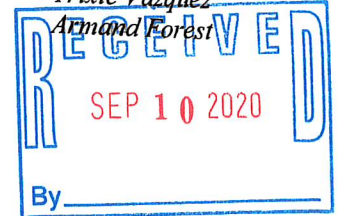
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Yuehui Wang

Address: 204 Forest Street

Winchester (City) MA (State) 01890 (Unit)

Phone Number: 781-696-1747 (Zip)

Customer Account Number: 179985-61384

Address of Property for which Abatement is Requested:
112 Roycroft Rd

Manchester (City) NH (State) 03103-2357 (Unit)

Billing Period: 5-26-20 8-26-20

Amount of Abatement Request: 1,620.89

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Yuehui Wang
(Signature)

9/10/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/14/2020

Customer Name: Blazon

Account #: 27511-18430

Property Address: 578 Dubuque St

Reason for
Request: toilet leak

Service Dates: 4/13/20-7/13/20

Bill Date: 8/26/2020

Consumption: 129 ccf

% Increase
from Average: 358%

Average
Consumption: 36 ccf

Based on: 5 year average

Difference: 93 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. M. Welch

Abatement Total: 93 ccf at \$ 3.61 \$ 335.73

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Henry E. Blazon
Address: 41 Dionne Drive
Manchester (Street) NH (Unit)
(City) (State) (Zip)
Phone Number: 860-2551

Customer Account Number: 27511-18430

Address of Property for which Abatement is Requested:

578 Dubuque St
Manchester (Street) NH (Unit)
(City) (State) (Zip)
03102

Billing Period: 4-13-20 7-13-20

Amount of Abatement Request: 277.97

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

See attached WORK ORDERS From June 15 + June 17-20

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Henry E. Blazon
(Signature)

X 9-14-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/15/2020

Customer Name: Insalaco

Account #: 177233-32724
Combine Billing

Property Address: 20 W Elmwood Ave

Reason for
Request: toilet leak

Service Dates: 3/23/20-6/23/20

Bill Date: 8/5/2020

Consumption: 207 ccf

% Increase
from Average: 2070%

Average
Consumption: 10 ccf

Based on: 5 year average

Difference: 197 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved J. McNeil

Abatement Total: 197 ccf at \$ 3.61 \$ 711.17

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

Rec'd
9/15/20

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Thomas Insalaco

Address: 20 W Elmwood Avenue

(Street)

Manchester

(City)

NH

(State)

(Unit)
03103

(Zip)

Phone Number: 603-716-6433

Kim 603-716-0982

Customer Account Number: 177233-32724

Address of Property for which Abatement is Requested:

20 W Elmwood Avenue

(Street)

Manchester

(City)

NH

(State)

(Unit)
03103

(Zip)

Billing Period: 12/25/2019 through 9/2/2020

Amount of Abatement Request: total billed amount \$554.08 was paid 5/19/2020 and \$1125.54 remains unpaid

Reason for Abatement Request: bad water meter readings, water meter was replaced and noted to be VERY OLD

We also replaced toilet parts on the oldest of three toilets in the home, this did not change the bad water readings

Water meter replacement was done early September 2020

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

9/15/2020

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/21/2020

Customer Name: Gosselin

Account #: 43395-30936
Combine Billing

Property Address: 200 Purdue St

Reason for Request: Frozen water pipe in January 2020

Service Dates: 6/1/20-8/31/20

Bill Date: 10/9/2020

Consumption: 124 ccf

% Increase from Average: 590%

Average Consumption: 21 ccf

Based on: 5 year average

Difference: 103 ccf

Other Comments: used annual consumption due to prior 3 quarters were estimated readings

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JF McNeill

Abatement Total: 103 ccf at \$ 3.61 \$ 371.83

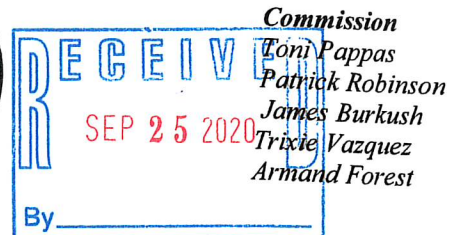
Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mary Gosselin

Address: 79 Durham Ave

Claremont (City) NH (State) 03743 (Unit)

Phone Number: 603-624-0039 (Zip)

Customer Account Number: 43395-30936

Address of Property for which Abatement is Requested:

200 Purdue St

Manche (City) NH (State) 03103 (Unit)

Billing Period: 6-1-20 8-31-20

Amount of Abatement Request: 274.36

Reason for Abatement Request: Frozen water pipes bursting January 2020

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

The water accumulated in living room bedroom but ultimately in the basement. Concrete floor.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Mary Gosselin
(Signature)

9-21-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/29/2020

Customer Name: Conroy

Account #: 88575-65996
Combine Billing

Property Address: 567 Central St

Reason for
Request: outside water usage/ new sod

Service Dates: 6/15/20-9/14/20

Bill Date: 10/23/2020

Consumption: 237 ccf

% Increase
from Average: 2370%

Average
Consumption: 10 ccf

Based on: 5 year average

Difference: 227 ccf

Other Comments: _____

EPD
Recommendation: Deny - Not an "extraordinary event"

outside water usage/new sod

Deny FJ McNeill

Abatement Total: 227 ccf at \$ 3.61 \$ 819.47

Highway
Recommendation: *Deny*

Date: 1-15-21

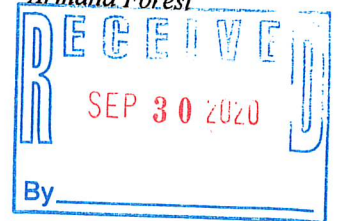
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Debbie Conroy
Address: 567 Central St
(Street)
Manchester NH (City) (State) 03103-3433 (Unit) (Zip)
Phone Number: _____

Customer Account Number: 88575-65996

Address of Property for which Abatement is Requested:
567 Central St
(Street)
Manchester NH (City) (State) 03103-3433 (Unit) (Zip)

Billing Period: 6-15-20 9-14-20

Amount of Abatement Request: 855.57

Reason for Abatement Request: Please Consider my request for an abatement due to a sod+irrigation system I had installed. I did not know I needed a deduct meter. MWW contacted me 9/20/20 to advise me.
Thank-you

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Debbie Conroy
(Signature)

9/29/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/30/2020

Customer Name: Pernaw

Account #: 176749-11980
Combine Billing

Property Address: 2125 Elm St

Reason for Request: outside water usage

Service Dates: 5/4/20-8/4/20

Bill Date: 9/8/2020

Consumption: 271 ccf

% Increase from Average: 630%

Average Consumption: 43 ccf

Based on: 5 year average

Difference: 228 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved J McNeill

Abatement Total: 228 ccf at \$ 3.61 \$ 823.08

Highway Recommendation: Approved

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Bradley Pernaw
Address: 2125 Elm Street
(Street) Manchester (City) NH (State) 03104-2316 (Unit)
Phone Number: 617-821-5604 (Zip)
Customer Account Number: 176749-11980

Address of Property for which Abatement is Requested:

(Street) _____ (Unit) _____
(City) _____ (State) _____ (Zip) _____

Billing Period: 5-4-20 8-4-20

Amount of Abatement Request: 815.86

X Reason for Abatement Request: I found a faulty irrigation controller which
CAUSED REPETITIVE WATERING. Controller has been replaced
AND A DEDUCT meter has been installed

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

____ Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Bradley Pernaw
(Signature)

X 9/30/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/1/2020

Customer Name: Damon

Account #: 132639-1100

Property Address: 568 Beech St.

Reason for
Request: Running toilet

Service Dates: 5/26/20-8/26/20

Bill Date: 10/7/2020

Consumption: 101 ccf

% Increase
from Average: 155%

Average
Consumption: 65 ccf

Based on: 5 year average

Difference: 36 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny H. McNeill

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *Deny*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: DAVID & SUZANNE DAMON

Address: 1 WEST BANK RD
HOOKSETT (Street) NH (State) 03106 (Unit)
(City) (Zip)

Phone Number: 603 289-7700

Customer Account Number: 132639/1100

Address of Property for which Abatement is Requested:
568 BEECH ST (Street) 1 (Unit)
MANCHESTER (City) NH (State) 0310 (Zip)

Billing Period: 5/26/20 - 8/26/20

Amount of Abatement Request: \$350 MY HIGHEST BILL OVER LAST 4 PERIODS WAS \$246-

Reason for Abatement Request: TENANT FAILED TO INFORM ME OF A 'RUNNING' TOILET. EXCESS WATER (CLEAN) WAS DISCHARGED INTO THE SEWER SYSTEM

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 10/5/2020

Customer Name: Bunnell Account #: 187207-15880

Property Address: 130 Arizona St.

Reason for Request: Toilet leak

Service Dates: 5/11/20-8/10/20-11/10/20 Bill Date: 9/16/2020 & 12/05/20

Consumption: 195 ccf % Increase from Average: 750%

Average Consumption: 26 ccf Based on: Limited History
Used last 8 Quarters

Difference: 169 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. M. Neill

Abatement Total: 169 ccf at \$ 3.61 \$ 610.09

Highway Recommendation: Grant Date: 1-15-21

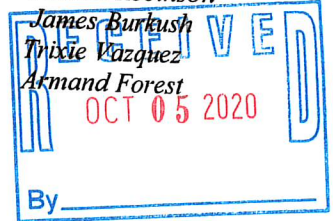
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jennifer Bunnell

Address: 130 Arizona Street

Manchester (Street) NH (Unit) 03104-1508 (Zip)

Phone Number: 603-714-4618

Customer Account Number: 187207-15880

Address of Property for which Abatement is Requested:

130 Arizona Street

Manchester (Street) NH (Unit) 03104-1508 (Zip)

Billing Period: 5-1-20 8-1-20

Amount of Abatement Request: 436.81

Reason for Abatement Request: Toilet Leak

We will also need you to take a look at the next bill because we were not aware of the problem until September.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Jennifer Bunnell
(Signature)

X 9/22/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/6/2020

Customer Name: Kiernan

Account #: 80249-60940

Property Address: 88 Irwin Dr

Reason for
Request: fill control valve malfunction

Service Dates: 5/11/20-8/10/20-11/10/20

Bill Date: 9/16/2020-12/5/20

Consumption: 138 ccf

% Increase
from Average: 394%

Average
Consumption: 35 ccf

Based on: 5 year average

Difference: 103 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF Kiernan

Abatement Total: 103 ccf at \$ 3.61 \$ 371.83

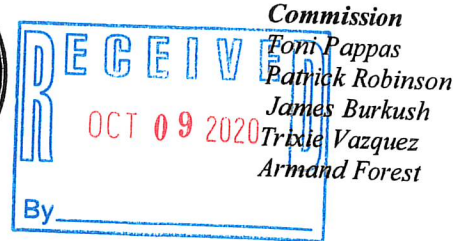
Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Stephanie Kiernan

Address: 140 Hodgeman Hill Rd
Campton (City) NH (State) 03223 (Unit)

Phone Number: 603-486-3700 (Zip)

Customer Account Number: 80249-60940

Address of Property for which Abatement is Requested:
88 Erwin Dr
Manchester (City) NH (State) 03104-1727 (Unit)

Billing Period: 5-11-20 - 8-10-20

Amount of Abatement Request: 220.21

Reason for Abatement Request: THE new toilet "fill control valve"
was malfunctioning - Contractor repaired it on 9-26-20

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

10-7-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/7/2020

Customer Name: Brown

Account #: 161365-62284
Combine Billing

Property Address: 246 Blevens Dr

Reason for Request: outside water usage

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 95 ccf

% Increase from Average: 221%

Average Consumption: 43 ccf

Based on: 5 year average

Difference: 52 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J. Marshall

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway Recommendation: *Deny*

Date: 1-18-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Joanna Brown

Address: 246 Blevens Dr

Manchester (City) NH (State) 03104 (Unit)

Phone Number: 603-440-3236

Customer Account Number: 161365-62284

Address of Property for which Abatement is Requested:

246 Blevens Dr (Street)
Manchester (City) NH (State) 03104 (Unit)

Billing Period: 5-11-20 - 8-10-20: Q2 bill was never sent to me!

Amount of Abatement Request: Q3 bill: \$364.98 Q2 bill: unknown sewer cost

Reason for Abatement Request: Deduct meter was stopped; broken. We were staying at our camp 5/15 - 9/15, so very little water went down sewer. Most of water was for 20x40 gardens during dry summer with a broken deduct meter. It was replaced on 9/25/20

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Joanna Braun
(Signature)

10/3/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/9/2020

Customer Name: Garos

Account #: 32757-22376
Combine Billing

Property Address: 990 Union St

Reason for Request: unknown

Service Dates: 5/12/20-8/10/20

Bill Date: 9/16/2020

Consumption: 428 ccf

% Increase from Average: 510%

Average Consumption: 84 ccf

Based on: 5 year average

Difference: 344 ccf

Other Comments: used annual consumption due to prior 3 quarters were estimated readings

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeil

Abatement Total: 344 ccf at \$ 3.61 \$ 1,241.84

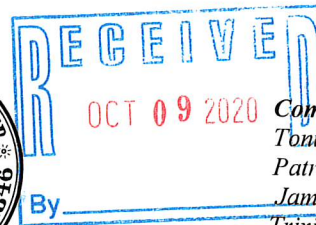
Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

792
2825

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Philip T. Garas
Address: 990 Union St.
(Street)
Manchester, NH
(City) (State) (Unit)
Phone Number: 657-8480 (Zip)
Customer Account Number: 32757-22376

Address of Property for which Abatement is Requested:

(Street) ABOV (Unit)
(City) (State) (Zip)

Billing Period: 5-12-20 - 8-10-20

Amount of Abatement Request: 1386.24

Reason for Abatement Request: 30 yrs at residence. Nothing
resembling this. Checked by water wks no
leaks discovered

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

No water disaster has ever occurred here. No
leaking hoses, toilets, sinks etc

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

____ Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Rip 1 G
(Signature)

10/8/20
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/15/2020

Customer Name: Kelley

Account #: 11323-7372
Combine Billing

Property Address: 316 Merrimack St

Reason for
Request: Hot water tank leaking

Service Dates: 3/23/20-6/23/20

Bill Date: 8/5/2020

Consumption: 51 ccf

% Increase
from Average: 425%

Average
Consumption: 12 ccf

Based on: 5 year average

Difference: 39 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JF McNeil

Abatement Total: 39 ccf at \$ 3.61 \$ 140.79

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

10-15-20

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Sheila Kelley

Address: 316 Merrimack St

Manchester (City) NH (State) 03103-3433 (Unit) (Zip)

Phone Number: 603-622-6088

Customer Account Number: 11323-7372

Address of Property for which Abatement is Requested: 316 Merrimack St

Manchester (City) NH (State) 03103-3433 (Unit) (Zip)

Billing Period: 3-23-20 - 6-23-20

Amount of Abatement Request: 137.18

Reason for Abatement Request: Hot Water Tank Leak

Tank was replaced water flowing out on cellar floor.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Water flow coming out of the hot water heater into the cellar floor. Water pipe had been replaced in cellar, water going outside.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Sheila M. Kelley
(Signature)

8-14-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/16/2020

Customer Name: Begley

Account #: 189053-39214
Combine Billing

Property Address: 489 Blevens Dr

Reason for Request: irrigation leak

Service Dates: 5/11/20-8/10/20

Bill Date: 9/16/2020

Consumption: 48 ccf

% Increase from Average: 320%

Average Consumption: 15 ccf

Based on: 7 quarter avg.
Limited History

Difference: 33 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNamee

Abatement Total: 33 ccf at \$ 3.61 \$ 119.13

Highway Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Shaylah Begley & Steven Rein

Address: 489 Blevens Drive

Manchester (Street) NH (Unit)
(City) (State) 03104

Phone Number: 603-566-3740 (Zip)

Customer Account Number: 189053-39214

Address of Property for which Abatement is Requested:

489 Blevens Drive
(Street)
Manchester (City) NH (State) (Unit)
03104 (Zip)

Billing Period: Billing period - 9/16/2020

Amount of Abatement Request: \$500

Reason for Abatement Request: It was discovered by Manchester Water Works (employee, Scott) and Groundworks

Outdoor Services that there is a severe leak in our irrigation system. Upon further review by Groundworks there are three broken
irrigation lines. These lines are underground and we had no way of knowing they were broken as the sprinklers continued to function.
For comparison- our average consumption from Nov, 2018-May 2020 was 24.71 CCF. Aug, 2020 reported 302 CCF.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☒ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

10/16/2020

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/22/2020

Customer Name: Patti Account #: 181699-18392
Combine Billing

Property Address: 616 Rimmon St

Reason for Request: toilet leak

Service Dates: 10/15/19-1/13/20 Bill Date: 2/26/2020

Consumption: 97 ccf % Increase from Average: 277%

Average Consumption: 35 ccf Based on: 5 year average
Limited History
Used some of prior owners

Difference: 62 ccf

Other Comments: Abatement received after the 90 days

EPD Recommendation: Deny - Abatement received after the 90 day threshold.
Deny J J McNeill

Abatement Total: ccf at \$ 3.47 \$ -

Highway Recommendation: [Signature] Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jennifer Patti

Address: 614 Rimmon St, #2

(Street)

Manchester

NH

(Unit)

03102

(City)

(State)

(Zip)

Phone Number: 978-590-9396

Customer Account Number: 181699-18392

Address of Property for which Abatement is Requested:

616 Rimmon St

(Street)

Manchester

NH

(Unit)

03102

(City)

(State)

(Zip)

Billing Period: 10/15/19-1/13/20

Amount of Abatement Request: \$328.86

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐

Yes

☐

No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Jenny Patti

(Signature)

10/22/20

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/5/2020

Customer Name: Dau, Thi

Account #: 169685-65932

Property Address: 397-399 Spruce St

Reason for Request: toilet leak

Service Dates: 3/20/20-6/15/20-9/14/20

Bill Date: 7/29/2020 & 10/28/20

Consumption: 480 ccf

% Increase from Average: 150%

Average Consumption: 320 ccf

Based on: 7 quarters
limited history

Difference: 160 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement does not exceed the 250% threshold

Deny J McNeil

Abatement Total: _____ ccf at \$ 3.61 \$ -

Highway Recommendation: *[Signature]*

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Thi Dau

Address: 160 A South Elm St
(Street)
Manchester NH 03103
(City) (State) (Zip)

Phone Number: (603) 264-6786
(Zip)

Customer Account Number: 169685-65932

Address of Property for which Abatement is Requested:
397-399 Spruce St
(Street)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 6/15/2020 - 9/14/2020

Amount of Abatement Request: \$339.34

Reason for Abatement Request: leaking Toilets

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes ✓ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/5/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/13/2020

Customer Name: Basinow

Account #: 29577-20412

Property Address: 285-287 Bridge St

Reason for
Request: Hot water tank

Service Dates: 5/18/20-8/19/20

Bill Date: 9/23/2020

Consumption: 348 ccf

% Increase
from Average: 374%

Average
Consumption: 93 ccf

Based on: 5 year average

Difference: 255 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J. McNeill

Abatement Total: 255 ccf at \$ 3.61 \$ 920.55

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNelll, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: GLEND A REV TR 2006 BASINOW

Address: PO BOX 16142

HOOKSETT	(Street)	NH	(Unit)
	(City)	(State)	03106-6142
			(Zip)

Customer Account Number: 91753-67586

Address of Property for which Abatement Is Requested:
 285-287 BRIDGE ST
 MANCHESTER (Street) NH 03104 (Unit)
 (City) (State) (Zip)

Billing Period: 5/18/20 - 8/19/20

Amount of Abatement Request: \$912.78

Reason for Abatement Request: WATER TANK FAILURE AND FLOODED THE CELLAR
THE WATER WAS NEVER USED

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

HOT WATER TANK FAILURE AND FLOODED THE CELLAR DIRT FLOOR

If abatement request is due to a leaking Irrigation system, state if a sewer deduct meter is in place.

 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Samir Thakur
(Signature)

11/13/20
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/16/2020

Customer Name: Nguyen

Account #: 196559-3754

Property Address: 243 Lake Ave

Reason for
Request: Hot water line

Service Dates: 6/15/20-9/14/20

Bill Date: 10/28/2020

Consumption: 515 ccf

% Increase
from Average: 259%

Average
Consumption: 199 ccf

Based on: 5 year average
limited history
multi family used prior owners

Difference: 316 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved J McNeil

Abatement Total: 316 ccf at \$ 3.61 \$ 1,140.76

Highway
Recommendation: Grant

Date: 1-15-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Man Nguyen, MPH Manchester LLC

Address: 243 Lake Ave
(Street)

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 858 205 3331

Customer Account Number: 196559-3754

Address of Property for which Abatement is Requested:

243 Lake Ave
(Street)

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 06/15/2020 - 09/14/2020

Amount of Abatement Request: 1494.55

Reason for Abatement Request: There was a hot water line leakage in the basement for about a month that was identified and fixed on 9/26/2020. Attached are the bills water bill and pumping invoice.
Thank you.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

The water leak was in the basement with concrete floor.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A.

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Man Nguyen, manager MPH Manchester
(Signature)

Nov 16, 2020
(Date)

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$14,373.86 from CIP 710018 Annual ROW Road Reconstruction to CIP 710021 Annual ROW Roadway Rehabilitation be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 18, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #710021 – Annual ROW Roadway Rehab Balance Transfer

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following project be transferred into CIP #710021 to support the continuation of the Road Program:

CIP #710018 – Annual ROW Road Reconstruction (\$14,373.86 balance)

Consolidation of these CIP projects will improve record keeping and project management for pending road construction projects and is consistent with the original project intent for both accounts. Revised Budget Authorizations are attached for both CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 710021

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Annual ROW Roadway Rehab

Amending Resolution: 3/16/2021

Administering Department Public Works-Highway

Revision: #2

Project Description:

Annual program to preserve, resurface and/or reconstruct streets. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	5/19/2020
2.	Project Completion	6/30/2040
3.		
4.		
5.		
		6/30/2040

Line Item Budget

	BOND	MTF		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,914,373.86	\$101,681.60	\$0.00	\$3,016,055.46
TOTAL	\$2,914,373.86	\$101,681.60	\$0.00	\$3,016,055.46

Revisions:

Revision #1 - \$1,681.60 transferred from CIP #714517 increasing budget from \$3,000,000 to \$3,001,681.60

Revision #2 - \$14,373.86 transferred from CIP #710018 increasing budget from \$3,001,681.60 to \$3,016,055.46 BOND

Comments:

Planning Department/Startup Form - 07/1/20

\$3,016,055.46

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="710018"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="Annual ROW Road Reconstruction"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works-Highway"/>	Revision: <input type="text" value="#1"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	Project Initiation	<input type="text" value="3/21/2017"/>
2.	Project Completion	<input type="text" value="3/21/2037"/>
3.		<input type="text"/>
4.		<input type="text"/>
5.		<input type="text"/>
		<input type="text" value="3/21/2037"/>

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,985,626.14	\$0.00	\$0.00	\$2,985,626.14
TOTAL	\$2,985,626.14	\$0.00	\$0.00	\$2,985,626.14

Revisions:

Comments

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018 & 2021 CIP as contained in the FY 2018 & 2021 CIP budget; and

WHEREAS, the 2018 & 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Highway administered projects;

NOW, THEREFORE, be it resolved that the FY 2018 & 2021 CIP be amended as follows:

By decreasing:

FY 2018 CIP 710018 Annual ROW Road Reconstruction - \$14,373.86 BOND

By increasing:

FY 2021 CIP 710021 Annual ROW Roadway Rehab - \$14,373.86 BOND

Resolved, that this Resolution shall take effect upon its passage

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$247,221.84 from CIP 711518 FY18 Residential 50/50 Sidewalk Program and 712820 50/50 Residential Curbing/Sidewalk to CIP 712121 50/50 Residential Curbing/Sidewalk Program be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 17, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #712121 – 50/50 Residential Curb/Sidewalk Balance Transfers

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following projects be transferred into CIP #712121 to support the continuation of the 50/50 curb and sidewalk program for Manchester residents:

CIP #711518 – FY18 Residential 50/50 Sidewalk Program (\$73,956.41 balance)
CIP #712820 – 50/50 Residential Curb/Sidewalk (\$173,265.43 balance)

Consolidation of these three CIP projects will improve record keeping and project management for pending sidewalk projects and is consistent with the original project intent for all three. Revised Budget Authorizations are attached for all CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 712121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: 50/50 Residential Curb/Sidewalk

Amending Resolution: 3/16/2021

Administering Department Public Works-Highway

Revision: #1

Project Description:

Construct curb and sidewalks at miscellaneous residential locations throughout the City with individual residents each contributing 50% of the cost.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/01/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	OTHER	MTF	BOND	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$273,956.41	\$100,000.00	\$73,265.43	\$447,221.84
TOTAL	\$273,956.41	\$100,000.00	\$73,265.43	\$447,221.84

Revisions:

#1 - Increase OTHER budget by \$173,956.41 (transfer \$73,956.41 from CIP #711518 and \$100,000 from CIP #712820), and increase BOND budget by \$73,265.42 (transfer from CIP #712820)

Comments

OTHER Funds are from resident share. MTF - Manchester Transportation Fund

Planning Department/Startup Form - 07/1/20

\$447,221.84

CIP BUDGET AUTHORIZATION

CIP#: 712820 Project Year: 2020 CIP Resolution: 6/10/2019
 Title: 50/50 Residential Curb/Sidewalk Amending Resolution: 3/16/2021
 Administering Department Public Works-Highway Revision: #1

Project Description: Construct curb and sidewalks at miscellaneous residential locations throughout the City with individual residents each contributing 50% of the cost.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1. Project Initiation	7/1/2019
2. Project Completion	6/30/2029
3.	
4.	
5.	
	6/30/2029

Line Item Budget

	BOND	OTHER		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$26,734.57	\$0.00	\$0.00	\$26,734.57
TOTAL	\$26,734.57	\$0.00	\$0.00	\$26,734.57

Revisions: #1 - Transfer \$73,265.43 BOND and \$100,000 OTHER to CIP #712121 (from \$100,000 to \$26,734.57 BOND and \$100,000 to \$0 OTHER)

Comments Other funds to come from property owner contributions.

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="711518"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="FY18 Residential 50/50 Sidewalk Program"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works"/>	Revision: <input type="text" value="#2"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	Project Initiation	<input type="text" value="9/5/2017"/>
2.	Project Completion	<input type="text" value="6/30/2021"/>
3.		<input type="text"/>
4.		<input type="text"/>
5.		<input type="text"/>
		<input type="text" value="6/30/2021"/>

Line Item Budget

	State	Other		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$150,000.00	\$76,043.59	\$0.00	\$226,043.59
TOTAL	\$150,000.00	\$76,043.59	\$0.00	\$226,043.59

Revisions: #1 - Increases budget by \$150,000 to allow for Resident's Match contributions.
 #2 - Transfer \$73,956.41 OTHER to CIP #712121 (From \$150,000 to \$76,043.59)

Comments State funds from SB38 State Block Grant. Other funds from Resident's match.

City of Manchester New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018, 2020 and 2021 CIP's as contained in the FY 2018, 2020 and 2021 CIP budget's; and

WHEREAS, the FY 2018, 2020 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2018, 2020 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711518 FY18 Residential 50/50 Sidewalk Program- \$73,956.41 OTHER

By decreasing:

FY2020 CIP 712820 50/50 Residential Curb/Sidewalk - \$73,265.43 BOND and \$100,000 OTHER

By increasing:

FY2021 CIP 712121 50/50 Residential Curb/Sidewalk - \$247,221.84
(\$73,265.43 BOND & \$173,956.41 OTHER)

Resolved, that this Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$21,806.72 from CIP 711618 FY18 Roadway Improvements to 712421 FY21 Roadway Improvements be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

February 18, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #712421 – FY21 Roadway Improvement Balance Transfer

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following projects be transferred into CIP #712421 to support the continuation of the Road Program:

CIP #711618 – FY18 Roadway Improvement (\$21,806.72 balance)

Consolidation of these two CIP projects will improve record keeping and project management for pending road construction and is consistent with the original project intent for both accounts. Revised Budget Authorizations are attached for both CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the March Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact Owen Friend-Gray at this office.

Very truly yours,

Todd D. Connors, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: 712421 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: FY21 Roadway Improvement Amending Resolution: 3/16/2021
 Administering Department Public Works-Highway Revision: #1

Project Description: Reconstruct, repair, and resurface public streets that have degraded surface conditions. Work to include pavement, gravel base, drainage, or other repair necessary to improve surface conditions using Degradation Fees deposited into the Roadway Trust Fund.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	RTF	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$600,000.00	\$21,806.72	\$0.00	\$621,806.72
TOTAL	\$600,000.00	\$21,806.72	\$0.00	\$621,806.72

Revisions: #1 - Increase budget \$21,806.72 (from \$0 to \$21,806.72) with funds transferred from CIP #711618.

Comments RTF - Roadway Trust Fund

Planning Department/Startup Form - 07/1/20

\$621,806.72

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="711618"/>	Project Year: <input type="text" value="2018"/>	CIP Resolution: <input type="text" value="6/13/2017"/>
Title: <input type="text" value="FY18 Roadway Improvement"/>	Amending Resolution: <input type="text" value="3/16/2021"/>	
Administering Department <input type="text" value="Public Works"/>	Revision: <input type="text" value="#2"/>	

Project Description:

Federal Grants	Federal Grant: <input type="text" value="No"/>	Environmental	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events

1.	Project Initiation	<input type="text" value="9/5/2017"/>
2.	Project Completion	<input type="text" value="6/30/2021"/>
3.		<input type="text"/>
4.		<input type="text"/>
5.		<input type="text"/>
		<input type="text" value="6/30/2021"/>

Line Item Budget

	Other	Other		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$999,766.51	\$478,426.77	\$0.00	\$1,478,193.28
TOTAL	\$999,766.51	\$478,426.77	\$0.00	\$1,478,193.28

Revisions: #1 - Increases budget by \$500,233.49 Other
 #2 - Decrease budget by \$21,806.72 and transfer to CIP #712421 (from \$500,233.49 to \$478,426.77 OTHER)

Comments Other funds (\$999,766.51) transferred from Roadway Improvement Reserve Account. Other funds (\$500,233.49) transferred from CIP Project #710012.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2018 and 2021 CIP's as contained in the 2018 and 2021 CIP budget's; and

WHEREAS, the 2018 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the 2018 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711618 FY18 Roadway Improvement - \$21,806.72 OTHER

By increasing:

FY2021 CIP 712421 FY21 Roadway Improvement - \$21,806.72 OTHER

Resolved, that this Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$30,799 from CIP 811621 CARES Act Support Fund- Public Service Capital Improvements and 812321 CARES Act Support Fund - CDBG-CV3 to CIP 811521 Small Business Assistance Program be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: February 22, 2021

Re: CIP #811521 Small Business Assistance Program

Existing Funding

The Planning Department is requesting the transfer of available balances of CDBG-CV funds from CIP #811621 – CARES Act Support Fund – Public Service/Capital Improvements (\$12,705) and CIP #812321 – CARES Act Support Fund – CDBG-CV3 Activities (\$18,094) to CIP #811521 – CARES Act Support Fund – Small Business Assistance Program.

The funds would be dedicated to support businesses that have applied for Small Business Assistance Program grants. To date, the program has provided assistance (\$160,000) to 32 businesses and there are 19 applications pending. The additional funding will allow the City to assist all of the businesses that have applied plus 1 – 2 additional companies. If additional funding is not approved for this program, the City will only be able to provide assistance to 14 of the remaining 19 businesses that have submitted applications.

We have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary to take this action in the event that the Committee and the Board of Mayor and Aldermen approve this request.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

CIP BUDGET AUTHORIZATION

CIP#: 811521 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: CARES Act Support Fund - Small Business Assistance Program Amending Resolution: 3/16/2021
 Administering Department Planning & Community Development Revision: #1

Project Description: Assistance will be provided to small businesses (15 or fewer full-time equivalent employees) that have had significant disruption due to the negative impacts associated with the Coronavirus. Subsidies in the form of grants will range from \$3,000 to \$5,000 determined by need and only be distributed to businesses that are owned by low or moderate income individuals or employ individuals that are low or moderate income.

Federal Grants

Federal Grant: Yes
 Grant Executed: Yes

Environmental

Review Required: Yes
 Completed: Yes

Critical Events

1. Program Initiation	7/7/2020
2. Program Completion	9/30/2022
3.	
4.	
5.	
	9/30/2022

Line Item Budget

Line Item Budget	CDBG-CV			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$262,705.00	\$18,094.00	\$0.00	\$280,799.00
TOTAL	\$262,705.00	\$18,094.00	\$0.00	\$280,799.00

Revisions:

Revision #1 - \$12,705 CDBG-CV transferred from CIP 811621 increasing CDBG-CV budget from \$250,00 to \$262,705, \$18,094 CDBG-CV3 transferred from CIP 812321 increasing CDBG-CV3 budget from \$0 to \$18,094.

Comments

Authorization of CDBG-CV funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 811621	Project Year: 2021	CIP Resolution: 6/9/2020
Title: CARES Act Support Fund - Public Service/Capital Improvements	Amending Resolution: 3/16/2021	
Administering Department Planning & Community Development	Revision: #3-Close	

Project Description: Funding to be distributed to non-profits and City Departments for activities which are necessary to prepare, prevent or respond to the Coronavirus. Program activities might include but not be limited to the following: operating support for additional costs attributed to the Coronavirus; testing or diagnosis at a fixed or mobile location; meal delivery to quarantined individuals; and equipment, supplies or other materials necessary to carry-out a public service.

Federal Grants	Federal Grant: Yes	Environmental	Review Required: Yes
	Grant Executed: Yes		Completed: Yes

Critical Events

1.	Program Initiation	7/7/2020
2.	Program Completion	9/30/2022
3.		
4.		
5.		
		9/30/2022

Line Item Budget

	CDBG-CV	CDBG-CV3		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions:

Revision #1 - Decreases CDBG-CV budget \$145,782 from \$146,487 to \$705 and transfers funds to the following: CIP #212321 - \$12,410, CIP #212421 - \$50,000, CIP #212521 - \$27,000, CIP #212621 - \$15,000, CIP #212721 - \$25,000, CIP #212821 - \$12,000, CIP #212921 - \$4,372. Revision #2-Increase budget \$12,000 (from \$705 to \$12,705) transferred from CIP#212821

Comments

Revision #3 - Decreases CDBG-CV budget from \$12,705 to \$0 and transfers funds to CIP #811521 resulting in project close out.
Authorization of CDBG-CV funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 812321

Project Year: 2020

CIP Resolution: 6/9/2020

Title: CARES Act Support Fund - CDBG-CV3 Activities

Amending Resolution: 3/16/2021

Administering Department Planning & Community Development

Revision: #3 - Close

Project Description: CDBG-CV3 funds must be used to prevent, prepare for, and respond to the Coronavirus. Activities must result in a benefit to individuals/households that are low or moderate income as that term is defined by HUD.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed: Pending

Completed: Pending

Critical Events

1.	Program Initiation	11/17/2020
2.	Program Completion	9/30/2022
3.		
4.		
5.		
		9/30/2022

Line Item Budget

	CDBG-CV3			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions:

Revision #1 - Budget decreased from \$516,094 to \$58,094 and \$458,000 transferred to CIP #611621.
Revision #2 - Budget decreased from \$58,094 to \$18,094 and \$40,000 transferred to CIP #213321.
Revision #3 - Budget decreased from \$18,094 to \$0 and \$18,094 transferred to CIP #811521. Results in Project Close Out.

Comments

Authorization of CDBG-CV3 funds is contingent upon HUD grant execution.

Planning Department/Startup Form - 07/1/20

\$0.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY 2021 CIP 811521 Small Business Assistance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 811621 - CARES Act Public Service/Capital Improvements - \$12,705

FY 2021 CIP 812321 - CARES Act Support Fund - CDBG-CV3 Activities - \$18,094

By increasing:

FY 2021 CIP 811521 - CARES Act Support Fund - Small business Assistance Program - \$30,799

Resolved, that this Resolution shall take effect upon its passage

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request for a line item transfer of \$29,063 from Other to Salary for CIP 810117 Police Records Management System Replacement be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee

Jean P. Fortier
Director, Information Services



CITY OF MANCHESTER
Information Systems Department

February 3, 2021

Honorable Kevin Cavanaugh
Chairman, CIP Committee
c/o City of Manchester – City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

RE: CIP Project 810117 Police Records Management System

Dear Alderman Cavanaugh:

The reason for this letter is to request a transfer between two accounts in CIP Project #810117. This request does not change the total budgeted amount. The CAD/RMS upgrade Project #810117 has had some changes in requirements/scope over the last few years and I need to adjust money between the two accounts. Account 13BDB80110 – Salary, in the amount of \$165,000 needs to be adjusted to \$194,064. Account 13BDB80968 - Other Project Costs in the amount of \$1,035,000, needs to be reduced to \$1,005,937.

The requested project adjustments are as follows:

	ORIGINAL AMT	REVISION	NEW AMOUNT
Salaries – 0110	\$165,000	+\$29,063	\$194,063
Other Costs – 0968	\$1,035,000	-\$29,063	\$1,005,937

I am available anytime to discuss this and will be available for the CIP Committee meeting to answer any question.

Sincerely,

Jean Fortier
Director of Information Services

scd

CIP BUDGET AUTHORIZATION

CIP#: 810117	Project Year: 2017	CIP Resolution: 5/17/2016
Title: Police Records Management System Replacement		Amending Resolution: 3/16/2021
Administering Department: Information Systems Department		Revision: #1

Project Description: Purchase, installation, and implementation of a new Police Department's Records Management System.

Federal Grants

Federal Grant:
Grant Executed:

Environmental

Review Required: No
Completed:

Critical Events

1.	Project Initiation	7/1/2016
2.	Project Completion	6/30/2026
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	6/30/2026

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$194,063.00	\$0.00	\$0.00	\$194,063.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,005,937.00	\$0.00	\$0.00	\$1,005,937.00
TOTAL	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00

Revisions: Revision #1-Line item adjustment.

Comments

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the project extension request for CIP 610919 Homeless Prevention/Rapid Rehousing to 6/30/21 be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

Memorandum

To: Committee on Community Improvement

From: Leon LaFreniere, AICP

Director of Community Development

Date: December 31, 2020

The following project is requested to be extended until the date shown:

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>	<u>Department</u>	<u>December 2020</u>	<u>Extension Date</u>
2019	FEDERAL	610919	Homeless Prevention/ Rapid Rehousing	The Way Home	\$1,700	6/30/2021

CIP BUDGET AUTHORIZATION

CIP#: 610919 Project Year: 2019 CIP Resolution: 6/12/2018
 Title: Homeless Prevention/Rapid Rehousing Services Amending Resolution: 3/16/2021
 Administering Department The Way Home Revision: #3

Project Description: Funding to support rapid rehousing housing relocation and stabilization activities and homeless prevention relocation and stabilization services including case management, homeless counseling, housing counseling and short-/medium- term rental assistance.

Federal Grants Federal Grant: Yes **Environmental** Review Required: Yes
 Grant Executed: Completed: Pending

Critical Events

1. Project Initiation	7/17/2018
2. Project Completion	6/30/2021
3.	
4.	
5.	
	6/30/2021

Line Item Budget

	ESG	FEDERAL		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$45,241.00	\$1,700.00	\$0.00	\$46,941.00
TOTAL	\$45,241.00	\$1,700.00	\$0.00	\$46,941.00

Revisions:

#1 - Increases Federal from \$0 to \$1,700 due to the transfer of funds from CIP #612310.and extends completion date to 12/31/2019.
 #2 - Extend completion date to 6/30/2020
 #3 - Extend the completion date to 6/30/2021

Comments

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request for subordination of a City lien in the amount of \$438,000 for 1015 Elm Street be approved.

(Unanimous vote with the exception of Alderman Roy who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin J. Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: February 22, 2021

Re: CIP #650701 Bond Building Renovation – Mortgage Subordination – 1015 Elm Street – Bond Building

Center Elm Street, LLC, the owners of 1015 Elm Street – Bond Building have contacted this office to request the subordination of a City lien totaling \$438,000 placed upon the aforementioned property. The lien was placed due to the use of City funds (\$288,000 CDBG & \$150,000 Air Park Proceeds) used to assist the owner with the renovation of the property.

The requested subordination will allow the owner to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. The owner represents that no cash is being taken out in the refinancing and that the City's security instrument will remain in the same position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

Respectfully, I request that the Committee make a recommendation to accept or deny the subordination request to the full Board.



CRAIG, DEACHMAN & ASSOCIATES

ATTORNEYS AT LAW

February 17, 2021

HAND DELIVERED

Mr. Todd Fleming
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Refinance of 1015 Elm Street

Dear Mr. Fleming:

This office represents the interests of Center Elm Street, LLC, the record owner of 1015 Elm Street, Manchester, New Hampshire.

As you know, Center Elm Street, LLC is in the process of refinancing the first mortgage encumbering 1015 Elm Street. The City of Manchester holds a second position mortgage in the original principal amount of \$438,000.00 which was recorded in May 2001 at the Hillsborough County Registry of Deeds Book 6429, Page 1833. The loan was sourced from CDBG funds.

The City of Manchester has historically been amenable to subordinating its position when the owner sought to refinance the first mortgage. Most recently, the City subordinated the CDBG loan in October 2012 to the loan of Centrix Bank & Trust. That subordination is recorded at Book 8488, Page 2530.

The Merrimack County Savings Bank proposes to be the lender for the new financing. The anticipated amount of the loan is \$956,000.00. Understandably, the bank is requiring a first position mortgage. As part of the new financing, the existing Centrix loan will be paid off. The result is that the City will maintain its second mortgage position assuming the subordination is approved.

February 17, 2021
Mr. Todd Fleming
Re: Refinance of 1015 Elm Street

Page Two

I understand that this request must be presented to the CIP Committee of the Board of Mayor and Aldermen for consideration. To assist the Committee in making its decision I offer the following.

1) Enclosed herewith is a copy of the first few pages of a recent appraisal of the property conducted by Crafts Appraisal Associates, Ltd. for Merrimack County Savings Bank. The appraisal values the property at \$1,950,000.00. Since the new first mortgage will be approximately \$956,000.00 there is plenty of equity remaining to secure the City's second position.

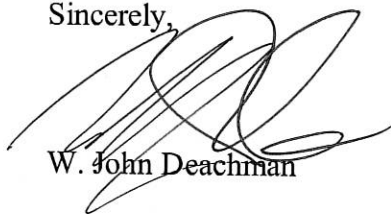
2) The new loan will be used to payoff the Eastern Bank mortgage of approximately \$953,536.00 and to cover some expenses relating to the refinance.

3) The owner contemplates no substantial changes to the management of the property. Currently 1015 Elm is managed by Metropolis Property Management, Inc.

4) In addition to the attached information related to the appraisal, I have attached a copy of the City's existing mortgage for Committee's convenience.

Please do not hesitate to contact me if you have questions regarding this request. Although I will be out of town for the hearing, my colleague, Attorney Marc van Zanten will attend in the event the Committee has questions.

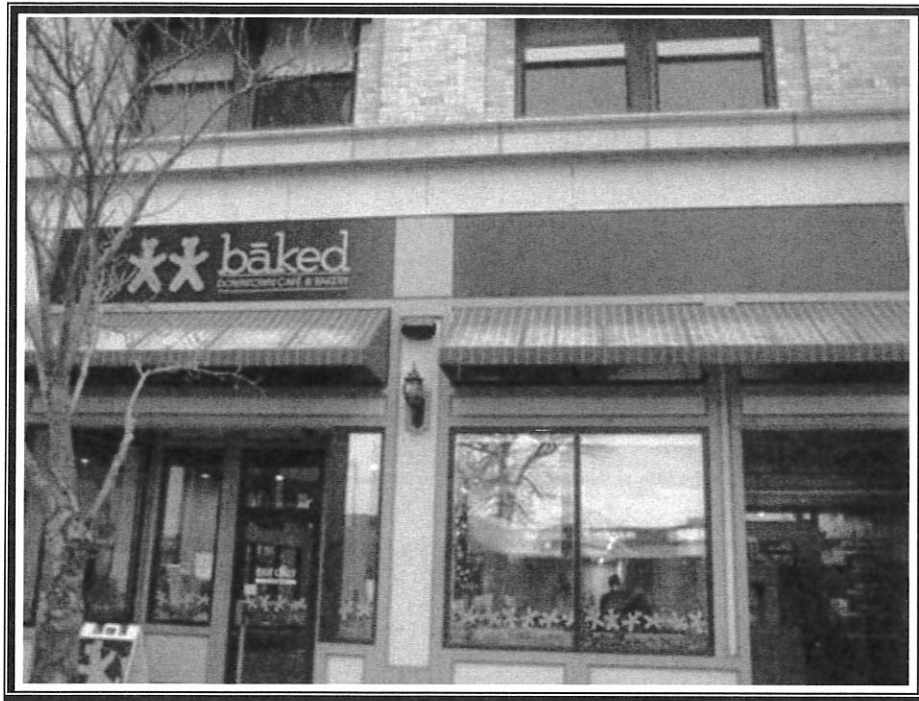
Sincerely,



W. John Deachman

WJD/bms
Cc: Center Elm Street, LLC

REAL ESTATE APPRAISAL REPORT



**1015 ELM STREET
MANCHESTER, NEW HAMPSHIRE**

OWNED BY:
CENTER ELM, LLC

CAA FILE No.
40.1581

PREPARED FOR:
BETH HURD
MERRIMACK COUNTY SAVINGS BANK

AS OF:
DECEMBER 11, 2019

Crafts Appraisal Associates, Ltd.

4 Bell Hill Road • Bedford, NH 03110 • 603 472-2444 • fax 603 472-9856
admin@craftsappraisal.com



December 19, 2019

Beth Hurd
Commercial Credit
Merrimack County Savings Bank
89 North Main Street
P.O Box 2826
Concord, New Hampshire 03302

Re: **REAL ESTATE APPRAISAL REPORT OF:**
 1015 ELM STREET
 MANCHESTER, NEW HAMPSHIRE
 OWNED BY:
 CENTER ELM STREET, LLC
 CAA PROJECT FILE NUMBER 40.1581

Dear Ms. Hurd,

I have inspected the above-captioned property in order to report my opinion of the Market Value of the leased fee interest as of December 11, 2019. The subject of this report consists of a 0.11± acre parcel located at the southeast corner of Concord and Elm Streets in Downtown Manchester. The site is generally level and at street grade. It is covered almost entirely by the building improvements. It is zoned Central Business District and it is serviced by all municipal utilities.

The site is improved with a 23,800± SF five story building that was constructed circa 1910. The building has a commercial bakery/café on the first floor with the second floor being professional office space and third, fourth, and fifth floors each containing three two-bedroom residential apartments. The building was fully renovated in 2001 and has been well maintained and it would be considered to be in average to good condition.

The purpose of this report is to assist the intended user, Ms. Beth Hurd and others involved in the loan decision process at Merrimack County Savings Bank, in evaluating the subject as collateral for a potential commercial loan.

This appraisal report was prepared for the exclusive use of Merrimack County Savings Bank. This report is not intended for any other use. Any use of this appraisal by any other person or entity, or any reliance or decisions based on this appraisal, are the sole risk of the third party. Crafts Appraisal Associates, Ltd., accepts no responsibility for damages suffered by any third party as a result of reliance on, decisions made, or actions taken based on this report.

The appraisal research and analysis are summarized in the following report. As such, it might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in our files. The information contained in this report is specific to the needs of the client and for the intended use stated in this report.

I hereby certify that I have inspected the subject property, that I have considered all factors that were pertinent to the value estimate, and that I have not knowingly or intentionally omitted any important data. I further certify that I have no present or contemplated future interest in the property, and that my professional fee is not dependent upon the value estimate.

On the basis of my inspection, investigation, study, and analysis, I am of the opinion that the subject's value is:

MARKET VALUE OF THE LEASED FEE INTEREST AS OF DECEMBER 11, 2019 \$1,950,000.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald E. Watson".

Donald E. Watson
Certified General Appraiser
No. NHCG-191

Crafts Appraisal Associates, Ltd.

#B53
Kuey v. Tully
14.34
16.34

1039029

2001 MAY 31 AM 11:54

MORTGAGE

Center Elm Street, L.L.C. with an address of 730 Pine Street, Manchester, County of Hillsborough, New Hampshire for consideration paid, grants to the City of Manchester, New Hampshire a body corporate and politic, with an address of One City Hall Plaza Manchester, County of Hillsborough, New Hampshire WITH MORTGAGE COVENANTS to secure the payment of four hundred thirty-eight thousand dollars (\$438,000.00) the principal being payable monthly and also to perform all the agreements and conditions as provided in the term promissory note from Center Elm Street L.L.C. to the City of Manchester of even date a certain parcel of land and the buildings thereon located at 1015 - 1023 Elm Street, Manchester, New Hampshire together with all fixtures and improvements thereon, whether now affixed or to be affixed, located in Manchester, Hillsborough County, New Hampshire more particularly described as follows:

Westerly on Elm Street, there measuring fifty (50) feet; northerly on Concord Street, there measuring one hundred (100) feet; easterly on Elm back street, there measuring fifty (50) feet; southerly on lot numbered 87, there measuring one hundred (100) feet. Said premises being known as Lots 85 and 86, Amoskeag Company, October 24, 1938, and on file in the Registry of Deeds for said County of Hillsborough in Book 199, Page 2.

This Mortgage is Upon the STATUTORY CONDITIONS for any breach of which the Mortgagee shall have the STATUTORY POWER OF SALE.

This Mortgage may not be assumed without the express written recorded consent of the Mortgagee any violation may be considered a breach of the terms hereof.

In the event of foreclosure, the proceeds of the sale may be charged with the expenses of foreclosure, including reasonable attorney's fees.

The property subject to his Mortgage is not homestead property.

BK 6429 PG 1833

Dated this 30 th day of May, 2001.

William J. J. J. J.
Witness

Center Elm Street, L.L.C.

By: Dick Anagnost
Dick Anagnost
Manager, duly authorized

Dated this 30 th day of May, 2001.

William J. J. J. J.
Witness

Center Elm Street, L.L.C.

By: Edward Baroody
Edward Baroody
Manager, duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH, SS.

Before me, the undersigned officer, personally appeared Dick Anagnost, Manager of Center Elm Street, L.L.C. who made oath that he executed the foregoing mortgage for purposes expressed therein as his own free act and deed and as the free act and deed of Center Elm Street, L.L.C..

5/30/2001
Date

Thomas E. Arnold, Jr.
Justice of the Peace
My commission expires September 15, 2004

BK 6429PG 1834

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH, SS.

Before me, the undersigned officer, personally appeared Edward Baroody, Manager of Center Elm Street, L.L.C. who made oath that he executed the foregoing mortgage for purposes expressed therein as his own free act and deed and as the free act and deed of Center Elm Street, L.L.C..

5/30/2001
Date

Thomas E. Arnold, Jr.
Justice of the Peace
My commission expires September 15, 2004

SUBORDINATION

For value received, **City of Manchester** a body corporate and politic, with an address of One City Hall Plaza, Manchester, County of Hillsborough and State of New Hampshire ("City"), holder of the following security interests from **Center Elm Street, LLC**, a New Hampshire Limited Liability Company with offices at 1662 Elm Street, Manchester, County of Hillsborough and State of New Hampshire ("Center Elm"):

1. Mortgage (the "Mortgage") in the original principal amount of Four Hundred Thirty-Eight Thousand and 00/100 (\$438,000.00) Dollars, dated May 30, 2001 and recorded in the Hillsborough County Registry of Deeds at Book 6429, Page 1833; and
2. Assignment of Leases and Rents (the "ALR") dated May 20, 2001 and recorded in the Hillsborough County Registry of Deeds at Book 6429, Page 1835, hereby subordinates the Mortgage and ALR to the lien of:

Mortgage and Security Agreement and a Collateral Assignment of Leases and Rents from **Center Elm street, LLC** to **Merrimack County Savings Bank** dated on or about the date hereof and recorded, or to be recorded in the Hillsborough County Registry of Deeds, and any and all other collateral documents related to the loan secured thereby.

In all other respects, said Mortgage and ALR shall remain unchanged

Executed this _____ day of _____, 2020.

City of Manchester

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that they have directed the HR Director to go back to the six respondents to the benefits broker RFP and ask them to submit their best and final offer in a sealed bid to be opened at the next committee meeting in April.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following traffic regulations be approved:

CROSSWALK

On Boutwell Street north of Amory Street

Alderman Gamache

2 HOUR PARKING 8 AM-6 PM

On West Street, west side, from a point 169 feet south of Conant Street to a point 18 feet south

Alderman Gamache

HANDICAP PARKING

On West Street, west side, from a point 187 feet south of Conant Street to a point 18 feet south

Alderman Gamache

RESCIND 2 HOUR PARKING

On West Street, west side, from a point 20 feet north of Douglas Street to a point 10 feet northerly (ORD 7503)

Alderman Gamache

RESCIND 2 HOUR PARKING 8 AM-6 PM, THURSDAY- 9 PM

On West Street, west side, from a point 169 feet south of Conant Street to a point 35 feet south (ORD 10011)

Alderman Gamache

(Unanimous vote with the exception of Alderman Terrio who was absent)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the proposed changes to the Encumbrance Permit Policy be approved.

(Unanimous vote with the exception of Alderman Terrio who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Department of Public Works

February 22, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Bill Barry
Chairman, PST Committee

Subject: Agenda 12/1/2020, Item #9, Updates to DPW Encumbrance Permit Policy

Dear Alderman Barry:

In response to concerns raised at the December 1st Public Safety, Health & Traffic Committee meeting regarding long-term usage of public right-of-way space by storage containers, the Department of Public Works (DPW) has reviewed the existing policy and is proposing changes to the existing Encumbrance Permit Agreement (see attached).

DPW regulates encumbrances within the City right-of-ways in accordance with City Ordinance 97.31 as follows:

The Department of Highways may grant a permit in writing to any person, for the purpose of building, or other lawful purposes to dig up, obstruct, or encumber so much and such parts of any street or sidewalk, or other public place in the city, and on such terms and conditions as it shall deem to be safe and proper.

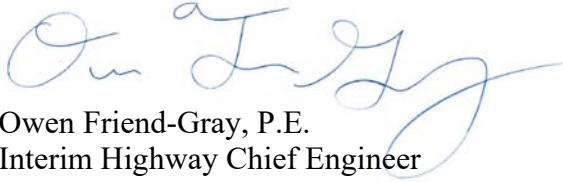
There are three primary types of encumbrance permit requests seen at DPW; Construction, Dumpsters, and Storage Containers. The construction needs can be for as short as a day to divert traffic around a utility tie-in to as long as over a year to put safety fencing along a sidewalk for major construction projects. Dumpsters are typically needed for the demolition of structures during renovations or major rebuilds. Storage containers are needed for moving personal possessions from one to location to another. In both of these last instances, encumbrance permits are issued when there is insufficient onsite area to accommodate the containers.

DPW recommends revising the Encumbrance Policy and Encumbrance Agreement with each applicant to include reasonable expiration dates on each permit. DPW recommends the following expiration periods with permits issued between April 1 and October 15 (without special permission by the Director of Public Works):

- Construction: Expires in accordance with the excavation permit
- Dumpsters: Expires 14 calendar days after issuance
- Storage Containers: Expires 7 calendar days after issuance

A representative from DPW will be present at your next meeting to answer any questions that may arise. In the meantime, if you would like additional information, or if I can be of further assistance, please do not hesitate to call.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Owen Friend-Gray". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Owen Friend-Gray, P.E.
Interim Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
William A. Varkas
Henry R. Bourgeois
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard

CITY OF MANCHESTER

Highway Department

ENCUMBRANCE PERMIT AGREEMENT

As part of the Permit to Encumber a Highway, the Applicant agrees to the following:

- 1) There are four types of encumbrance permits with differing terms:
 - a) Construction: Expires based on the associated excavation permit;
 - b) Dumpster: Expires 14 calendar days after issuance of encumbrance permit
 - c) Storage Units: Expires 7 calendar days after issuance of encumbrance permit
 - d) Other: Special cases only, term is subject to review and approval by the Director of Public Works
- 2) No permits shall be issued between October 15 and April 1 without special authorization by the Director of Public Works
- 3) If traffic is detoured, the Applicant shall provide, maintain and be responsible for a traffic control plan that conforms to the most recent Manual on Uniform Traffic Control Devices (MUTCD). **(Attach plan to Permit).**
- 4) The Public Works Director may revoke an encumbrance permit at any time for any reason.
- 5) Encumbrances or obstructions shall at all times be properly guarded, barricaded or fenced during the entire time the right-of-way is encumbered or obstructed and lights shall be maintained throughout the night so that all encumbrances or obstructions may be readily seen.
- 6) The applicant hereby agrees to the indemnification and insurance requirements detailed on the City website:
<https://www.manchesternh.gov/Departments/Highway/Permits-and-Records/Insurance-and-Bonding>
- 7) Trees shall not be cut down, trimmed or otherwise injured.
- 8) The highway shall be left in as good condition of repair and cleanliness at the expiration of the permit as existed when said permit was granted.
- 9) The Public Works Director reserves the right to restore the highway or cause to be restored under their directions, and the grantees or parties to whom this permit is granted, shall reimburse the City for any and all liability and expense suffered by reason of such work.
- 10) Advertisements, notices and signs shall not be displayed on or attached to any barricade or fence in any right-of-way.
- 11) This permit shall be kept at the location of the encumbrance and shall be produced for examination upon request of any member or officer of the Department of Highways or any police officer of the City of Manchester, NH.
- 12) **The Applicant shall call the Manchester Fire Department at 669-2256 and the Manchester Police Department at 668-8711 each day of the proposed encumbrance.**

Applicant/Contractor/Company: _____

Signed By: _____, Date: _____

Name: _____, Title: _____

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from the Thirsty Moose for extended outdoor patio seating on Merrimack Street was approved.

(Unanimous vote with the exception of Alderman Terrio who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond", with a stylized flourish at the end.

Clerk of Committee

Ladies and Gentlemen of the Board:

Thank you for your time and consideration in hearing our proposal. The Thirsty Moose Taphouse is eager to be a part of making downtown Manchester a destination of choice for people in our city and visitors alike. We have included the required documents and diagrams for your review. We believe that this proposal for extended patio seating on Merrimack Street will not only allow us to bolster our ability to drive business, but also be the safest and best way for our staff and guests to dine and enjoy themselves during the ongoing pandemic.

Attached, you will see a diagram of our planned seating. We have taken every precaution to make sure we have the appropriate spacing to meet all requirements for social distancing as well as city guidelines for barriers. We will have a dedicated entrance for this patio space through a side door which staff will be able to use to deliver food and drink, and guests will be able to use to enter the restaurant to use restrooms. Guests will be required to enter the restaurant at the front entrance to be sat on the patio where we have masks and sanitizer provided for their safety and convenience. We will have an additional sanitizer station located at the entrance to the Merrimack Street patio for guests to use when entering and exiting. We truly feel that this proposed extended patio will help to keep people safer and help our business to remain successful during these challenging times. Should you need any further information we will be happy to provide it. Thank you again for your consideration of our proposal.

Respectfully,

Sara Hodil

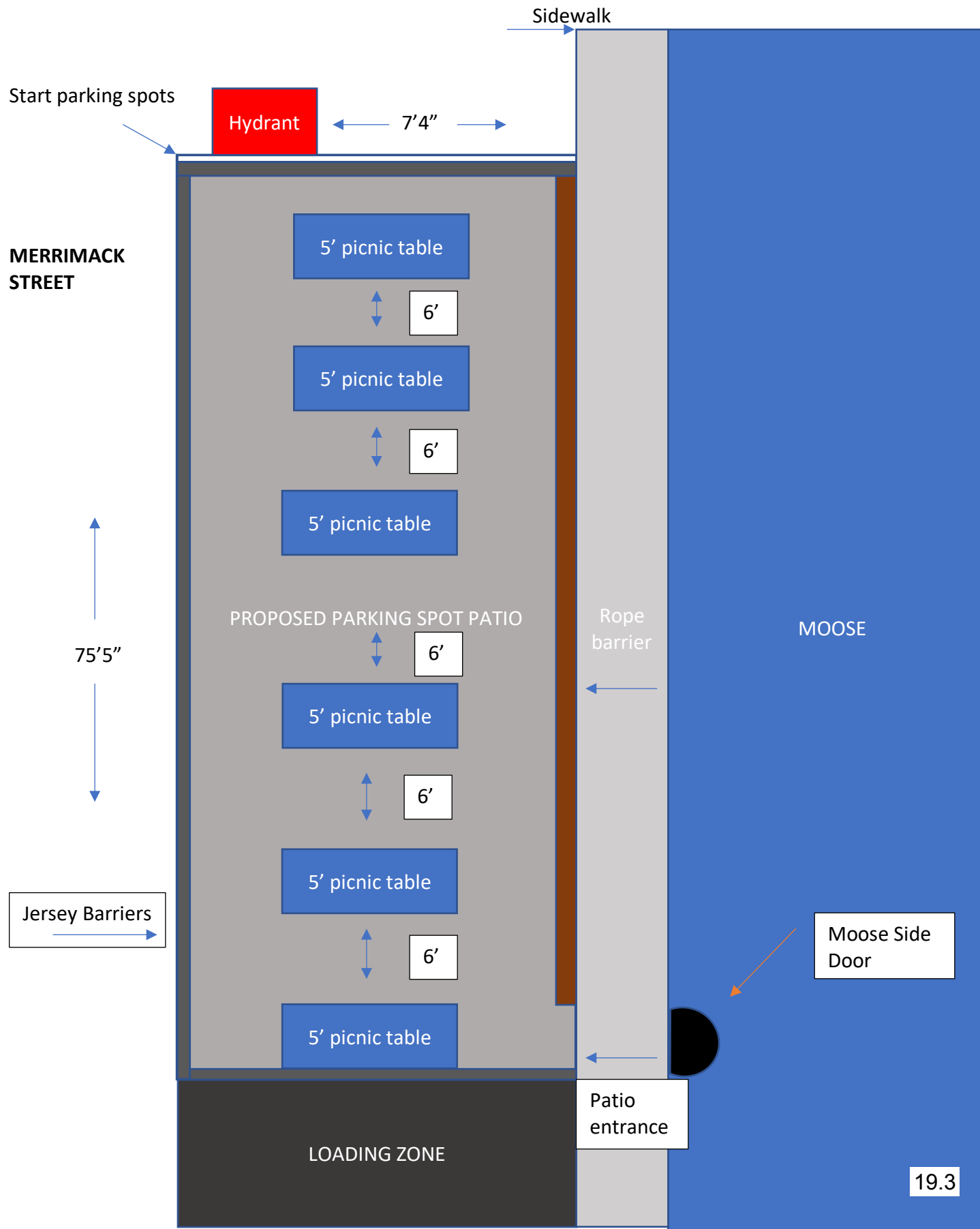
General Manager Thirsty Moose Taphouse

Manchester, NH (603) 792-2337 (work)

(603) 236-2697 (cell)

E-mail: sara@thirstymoosetaphouse.com

PROPOSED MERRIMACK STREET THIRSTY MOOSE PARKING SPOT PATIO





Office of the City Clerk

Business Licensing Division

One City Hall Plaza

Manchester, NH 03101

603-624-6455

licensing@manchesternh.gov

APPLICATION FOR OUTDOOR SEATING / DINING

For licensed businesses interested in the temporary usage of outdoor space for restaurant seating/dining.

Restaurant Name	THIRSTY MOOSE TAVERN
Restaurant Address	795 ELM ST. MANCHESTER, NH 03101
Restaurant Contact and Phone	SARA HODIL (603) 792-2337 / (603) 236-2697 CELL
Building Owner Name	NORRI OBERLANDER
Building Owner Address	795 ELM ST. SUITE 201 MANCHESTER, NH 03101
Building Owner Contact Number	(603) 582-3838

Check all that apply:

☒ Food Service ☒ Alcohol Service ☐ Tent ☐ Music

Location of outdoor seating/dining:

☐ Private Property ☒ Public Property ☐ Both

Please provide the following information with this application:

- Diagram with measurements and proposed # of tables and seats.
- Dimensions of any tent(s).
Note: If over 400 square feet, include tent permit application (Planning Dept.) and the flame certificate.
- Proof of insurance with the City of Manchester listed as additionally insured for encumbrance seating on a public right-of-way to include seating in area of permitted parking spaces.
- Building/property owner letter of permission.
- Abutting property owner letter of approval.
Note: Required if using parking spaces designated for an adjacent property.

Licensee will comply with all state and local laws, Executive Orders, ordinances, requirements or conditions set forth by any department of the City of Manchester or any state agency. Licensee shall defend and indemnify the City of Manchester for any liability arising from the Holders' violation of any applicable rule, ordinance, law, or Executive Order. Any approval for outdoor dining issued is subject to be rescinded or cancelled under any new Executive Order, violation or health concern that places the patrons or the public at imminent risk or danger.

APPLICANT SIGNATURE: _____

DATE: 2/4/21



Sara Hodil <sara@thirstymoosetaphouse.com>

Permission to use Merrimack Street parking spaces for Thirsty Moose dining

Norri Oberlander <norri@northendprops.com>

Thu, Feb 4, 2021 at 2:45 PM

To: Pem TMM NEW GM Sara Hodil <sara@thirstymoosetaphouse.com>

Cc: Norri Oberlander <norri@northendprops.com>



Dear City of Manchester,

My name is Norri Oberlander and I am the Owner and Manager of 795 PEM LLC building (home of the Thirsty Moose Taphouse).

I am writing to give you my permission to utilize the Merrimack Street public parking spaces for Thirsty Moose dining purposes. Thirsty Moose is my wonderful tenant and I wish for them to succeed and since my residential tenants park in my private parking lot, I am more than happy to allot the Merrimack St parking spaces to Thirsty Moose dining. I ask that you please honor their request to allow them to succeed during these chaotic covid times.

Please feel free to contact me any time at 603.582.3838.

Regards,

Landlady Norri

Norri Oberlander, President of North End Properties Inc.
795 Elm Street, Suite 201 - Manchester, NH 03101
603.582.3838 Mobile
norri@northendprops.com
Visit www.northendprops.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: Anne Bergeron PHONE (A/C, No, Ext): E-MAIL ADDRESS: abergeron@easterninsurance.com	FAX (A/C, No): 781-586-6259
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Zurich American Insurance Company		16535
INSURER B : Princeton Excess & Surplus Ins Co		10786
INSURER C : Associated Employers Insurance Company		11104
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 840477700

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO023687300	3/26/2020	3/26/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			82A3FF0002295-01	3/26/2020	3/26/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A		WMZ80080075352020A	7/10/2020	7/10/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insured Restaurant: Thirsty Moose Manchester, LLC, 795 Elm Street, Manchester, NH

If required by written contract, The City of Manchester is additionally insured, with respect to general liability, for encumbrance seating on a public right of way to include seating area of permitted parking spaces; subject to the terms, conditions and exclusions of the insured's policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Manchester
One City Hall Plaza
Manchester NH 03101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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February 10, 2021

Dear Lauren,

I am writing to you with some very sad news. I have taken a new job recently and I will be having late night meetings with teams abroad and those evenings will be on Thursday for the foreseeable future. That and probably an eventual move to the seacoast will have me to submit my resignation from the Planning Board. I am so disappointed as I was looking forward to serving my city however this amazing new job opportunity came out of nowhere and I am so excited.

Thank you for your confidence in me during my short tenure. I wish all you nothing but the best.

Thank you again,
Jill



CITY OF MANCHESTER

Joyce Craig

Mayor

MEMORANDUM

To: Board of Mayor and Aldermen
From: Mayor Joyce Craig
Date: March 2, 2021
Re: Nominations

Pursuant to Section 3.14(b) of the City Charter, please find below the following nomination, which will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen:

Planning Board

- Todd Connors to replace Jill Holt as an alternate, term to expire May 1, 2022

Water Works

- Gary Hamer to replace William Trombly as a regular member, term to expire January 1, 2024
- Craig Brown to replace Linda Miccio as a regular member, term to expire January 1, 2024

Trustees of the Trust Fund

- Mike Walsh to replace Colin Pio as a regular member, term to expire January 1, 2024

Office of Youth Services Advisory Board

- Junior Munzimi to replace Kamal Basnet as a regular member, term to expire January 1, 2024

Airport Authority

- Gregory Goodrich to fill a vacancy, term to expire March 1, 2024

Todd D. Connors, P.E.

500 Corning Road, Manchester, NH 03109
mobile: (603)-234-6547, email: toddconnors@hotmail.com

PROFILE

Known to be a highly skilled professional engineer recognized for his ability to develop strong relationships and add value for clients and customers over a 28-year practice in the civil engineering field. These skills include knowledge of roadway and utility design, asset management, bridge rehabilitation, construction contracting and management, storm drainage, land use regulations, capital planning and municipal budgeting.

Experiences developed over a long career managing professional, operational, and contracted resources have been further refined as Highway Chief Engineer of the Manchester Department of Public Works. Responsibilities include a broad range of infrastructure and parks rehabilitation projects and the management of the annual capital budget for the Parks and Highway Divisions.

Technical skills and experiences are enhanced with a practical approach to problem solving and a willingness to innovate and compete. He is an accomplished leader that enjoys continuing his own education and finding opportunities to coach and develop teammates.

PROFESSIONAL EXPERIENCE

2013 – 2021 City of Manchester, Department of Public Works, Highway Chief Engineer
Valley Street, Manchester, NH

2010 – 2013 Long Beach Development Associates, LLC, Vice President of Engineering
Second Street, Manchester, NH

2001 – 2010 Sublime Civil Consultants, Inc., Owner/Chief Engineer
West Broadway, Derry, NH

1999 – 2001 CLD Consulting Engineers, Inc., Team Leader
Commercial Street, Manchester, NH

1995 – 1999 TFMoran, Inc., Project Manager/Branch Manager
Union Street, Manchester, NH

1993 – 1995 Army Corps of Engineers, Regulatory Engineer
Waltham, MA

REGISTRATION

NH Licensed Professional Engineer, Certificate #9746, July 1998

NH Licensed Subsurface Designer, Certificate #1360, June 1996 (lapsed status)

EDUCATION

University of New Hampshire, Bachelor of Science in Civil Engineering, May 1993

Continuing Education: Seminars/Conferences/Classes – lifelong commitment to learning

- Seminars/Conferences - Detailed List Available (engineering design, regulatory, pavement preservation, management, and risk)
- UNH Soils 601 - Field Identification of Soils, 1996
- UMASS Lowell - OSHA 40-Hour Site Safety Seminar, 1993

PUBLIC SERVICE

Crystal Lake Preservation Association, 1996-2021

Manchester Bears Youth Football Coach and President, 2013-2021

NHDOT Transportation Appeals Board, 2005-2014

Upreach Therapeutic Riding Center Board of Directors, 2009-2012

Manchester Planning Board, 2002-2008

Manchester Conservation Commission, 1997-2008

Derry Main Street Design Committee, 2003-2004

REFERENCES AVAILABLE UPON REQUEST

Gary Hamer

Objective

I am a lifelong Manchester resident looking to give back to my city. I have worked in Operations Management for more than 40 years for several large organizations in the area. I have a strong understanding of technical and business concepts as they relate to operations management, workflows operating models. I have successfully collaborated with others to problem solve and implement solutions.

Professional Experience

2008–Present **The Hanover Insurance Group** Worcester, MA
Director of Service Operations (2018-)

- Achieved financial metrics and expense reduction goals through process optimization to create capacity for growth, creative staffing, automation and broader.
- In support of continued growth and profitability, executed to targeted production and quality measures across all transactional teams and function.
- Collaborated to optimize operating models, focus on the underwriting support vertical and end-to-end service, quality, training and workflow.

Operations Manager & Senior Operations Manager (2008-2018)

- Directly managed Marine Support Staff in centralized processing locations.
- Influenced and negotiates change necessary to drive towards business goals.
- Identified issues or opportunities in underwriting, rating, process support and agency interactions, and implemented appropriate business solutions.

2001–2008 **Fidelity Investments** Merrimack, NH
Operations Director (2005-2008)

Health & Insurance Benefit Administration

- Leading Operations participation in company wide standardization initiative to develop and write guides and procedures for Product, Implementation, Systems and Operations.

- Participated as Operation Readiness liaison for the implementation of several new clients and corporate actions for several others.
- Led 7 Operational teams working from sites in New Hampshire, Massachusetts, North Carolina and Bangalore, India.
- Managed and sponsored 7 India work expansion migrations which have resulted in increasing off shore production support to 55% .
- Green Belt trained. Working on completion of initial Green Belt Project: *It's Your Call*, centered on providing improved customer service to our participants with open issues.
- Sponsored and acted as subject matter expert on several successful Six Sigma initiatives that have resulted in a dramatic decrease in incoming work volumes as well as improved efficiencies and increased levels of productivity.

Research & Resolution Manager (2001-2005)

- Managed Operational team responsible for issue resolution during expansion of client base. Participated in the implementation of several new Health & Insurance clients.
- Managed the Outbound Call Center team. Improve and enhanced reporting and measurement capabilities.
- Lead the start-up initiative for the centralization of all QMSCO qualification and processing.

2000–2001 **AMS Holdings Group** Bedford, NH

Production Services Manager

- Key participant in AMS Holdings start-up division TowerStreet, which was responsible for creating comparative rating application on the Internet.
- Directed team of 25 Insurance Analysts responsible for Rate set creation and template development for several Property and Casualty lines of business.
- Managed department budget within company guidelines.

1994-2000 **Oxford Health Plans** Nashua, NH

Operations Manager (1997-2000)

- Directed team of 9 managers that oversee a department of 200 claim processors.

- Established and managed a department budget within corporate mandates.
- Nominated for corporate leadership awards for 2 consecutive years.

Team Leader (1995-1997)

- Managed 4 to 5 Supervisors with ratios of 18-20 employees.
- Implementation Manager for system conversion to PULSE application.

Supervisor (1994)

1993-1994 **ISI Systems** Andover, MA

Consultant

- Created statistical criteria to link ISI Ratabase product to simplify the Worker Compensation rating process for AIG.

1979-1993 **Home Insurance Company** Manchester, NH

Assistant Manager, Premium Processing (1986-1993)

- Managed a team of 4 Supervisors with staffs of 15-20 with expertise in the area of Property & Casualty (personal and commercial) insurance.
- Reorganized department working structure by empowering employees, resulting in a wider scope of responsibility and increased moral and department flexibility.

Supervisor (1983-1986)

Education

New Hampshire College
Manchester, NH

- B.A., Business Administration

Craig Brown

Manchester, NH | 603-703-6273 | craigbrownnh@gmail.com

PROFESSIONAL EXPERIENCE

EMILY's List | *Deputy Director of Independent Expenditures* DECEMBER 2019 — DECEMBER 2020

- Managed independent expenditure programming totaling nearly \$50 million in 41 competitive house, senate, gubernatorial, and presidential races across the country.
- Worked with consultants and partner organizations to plan comprehensive voter contact programs. Produced 49 television ads, 120 mail pieces, 15 radio ads, 75 digital ads, and 27 polls.
- Managed four regional political desks and oversaw dozens of simultaneous programs, ensured FEC filings were reported, and all content was delivered on time, within budget, and error free.
- Adapted team structure during the pandemic; developed approval processes, facilitated remote trainings, coached staff on advocating for their races, and provided feedback to employees.
- Wrote and edited race prospectuses, weekly race updates, and program summary memos for EMILY's List leadership, fundraising staff and donors.

Kamala Harris for the People | *New Hampshire State Director* FEBRUARY 2019 — NOVEMBER 2019

- Managed 20 staffers to build a statewide primary organization for Kamala Harris and maintained the highest voter contact output per organizer of any early state program.
- Led state organizing, communications, and political strategy; communicated and advocated for resources and priorities to national campaign leadership.
- Planned and executed nine large-scale primary events across New Hampshire, including an 1,800 person town hall in Portsmouth, and numerous small meetings with New Hampshire elected officials, affinity groups, and influential Democratic activists.
- Wrote briefing memos and personally staffed Senator Harris during each of her trips to the state.

Molly Kelly for Governor | *Campaign Manager* MARCH 2018 — NOVEMBER 2018

- Managed eight staffers and a team of consultants; oversaw fundraising, paid and unpaid communications, and political operations.
- Produced five television ads, seven mail pieces, and more than a dozen digital ads.
- Raised nearly \$2 million in seven months for the campaign and the New Hampshire Democratic Party and outraised the incumbent Governor in three consecutive reporting periods.

Joyce Craig for Mayor | *Campaign Manager* MAY 2017 — DECEMBER 2017

- Worked with consultants and advisors to determine strategy and managed eight staffers to execute a successful effort to defeat a four-term incumbent.
- Knocked over 52,000 doors between August and Election Day, made 5.5 full passes of our targeted universe and increased turnout by 13% from the 2015 municipal election.
- Raised over \$500,000, a record for Manchester municipal elections.

Office of Senator Maggie Hassan | *State Operations Manager* JANUARY 2017 — MAY 2017

- Implemented state office protocols, reporting structures, and internal communications systems.
- Served as HR manager for state staff; responsible for onboarding, training on Senate ethics, and resolving employee concerns.

New Hampshire Coordinated Campaign | *Operations Director* APRIL 2016 — DECEMBER 2016

- Managed \$1 million state budget; responsible for programmatic spending decisions and purchases.
- Resolved HR incidents and emergencies for all 120+ employees and 28 offices statewide; trained staff on compliance and safety procedures.

Hillary for America | *New Hampshire Operations Director* MARCH 2015 — APRIL 2016

Al Franken for Senate | *Operations Director and Special Assistant* AUGUST 2013 — DECEMBER 2014

Maggie Hassan for Governor | *Deputy Field Director* FEBRUARY 2012 — JANUARY 2013

EDUCATION

American University | *Bachelor of Arts, Interdisciplinary Studies* AUGUST 2008 — MAY 2012

- Communications, Law, Economics, and Government

February 18, 2021

Mayor Joyce Craig
City of Manchester, NH
One City Hall Plaza
Manchester, NH 03101

RE: Board of Trustees of the Trust Fund

Dear Mayor Craig,

Please accept this letter to inform you of my interest in being considered for the soon to be vacant seat on the Board of Trustees of the Trust Fund. I would like to become more involved in civic affairs and feel my experience and background could benefit to the Board.

I have attached a current resume for your review. If you should need to contact me directly you can reach me at (904) 625-4483.

I thank you for your consideration. I look forward to hearing from you.

Sincerely,

Michael C. Walsh
425 Crestview Circle
Manchester, NH 03104

425 Crestview Circle
Manchester, NH

(904) 625-4483
mike.walsh@healogics.com

MICHAEL C. WALSH, CPA, CHC, MBA

Accomplished visionary leader utilizing broad knowledge of multifaceted aspects of the healthcare industry. Aggressive, creative approach in problem solving and analyzing hospital financial metrics to determine root cause factors of underperformance. Ability to establish and maintain exceptional client relationships at all levels. As a strong advocate of client value added services and satisfaction, I am dedicated to performance excellence that results in optimizing operational revenues for hospital clients while focusing on the need to achieve and exceed corporate financial goals and objectives.

CRITICAL STRENGTHS & COMPETENCIES

Financial Reporting / Planning
Feasibility Study Development
Healthcare Compliance / HIPAA
Client Education / Training

Healthcare Claim Appeal Filings
Third Party Billing and Contracting
Net Revenue Enhancement Initiatives
Capital and Operating Budget Preparation

PROFESSIONAL HISTORY

DIRECTOR OF REGIONAL COMPLIANCE NOVEMBER 2018 - CURRENT
REVENUE CYCLE MANAGER MARCH 2006 – NOVEMBER 2018
HEALOGICS, INC., JACKSONVILLE, FL

- Manage all revenue cycle aspects of 100+ hospital outpatient client base
- Strategy development to maintain and enhance client profitability and operating effectiveness
- Successfully transformed client hospital clinics with operating loss margins to profit status
- Conduct routine billing and coding audits to ensure revenue cycle optimal efficiency
- Engage in revenue cycle training for clinic staff, paneled physicians and hospital administrative departments
- Partner with hospital clients to implement and monitor action plans to achieve targeted results and objectives
- Assist hospital clients in operationalizing new Medicare regulatory policy and reporting changes
- Ensures corporate operations are conducted in compliance with ethical business practices, state and federal health care laws and regulations, organizational policies, and other law and regulatory requirements
- Conducts, oversees, or assists with prompt investigation of allegations on non-compliance, collaborating with other company departments and hospital clients as appropriate to minimize institutional risk
- Identify potential areas of compliance vulnerability and risk and ensures that corrective action plans are developed and implemented

MANAGER OF BUDGETING AND REIMBURSEMENT

OPTIMA HEALTHCARE, ELLIOT HEALTH SYSTEM, Manchester, NH

August 1998 to March 2006

- Successfully managed various net revenue enhancement projects for Senior Management team *including provide- based billing, disproportionate share revenue capture, third party contract payment modeling and policing, and Medicare appeal filings*
- Orchestrated annual operating and capital budget process for the entire Health System
- Collaborated with Management on the development of new project feasibility studies
- Provided "value added" financial services for all clinical areas to improve efficiencies and operational performance
- Involved with maintaining and promoting organizational corporate compliance program
- Developed educational sessions for clinical staff, senior management team, and board members on complex federal and state regulatory changes
- Facilitated effective relationships with governmental, internal, and independent financial statement audit teams
- Assisted in analysis and due diligence efforts on bond financing and refinancing opportunities for capital projects

SENIOR MEDICARE AUDITOR II

ANTHEM BLUE CROSS/ BLUE SHIELD OF NH, Manchester, NH

September 1994 to August 1998

- Supervised and managed Medicare cost report audits for various providers including: Acute Care Hospitals, Home Health Agencies, Skilled Nursing Facilities, and Home Office Organizations
- Designed plans streamlining department audit policies and procedures
- Recaptured Medicare overpayments made to providers

ADJUNCT FACULTY

Southern New Hampshire University, Manchester, NH, MBA Program, Advanced Auditing, 2014-Current

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY, MANCHESTER, NH

Master's in Business Administration, Healthcare Management March 1997

NORTHEASTERN UNIVERSITY, BOSTON, MA

Bachelor of Science in Business Administration, Accounting June 1991

- Certified Public Accountant, State of New Hampshire
- Certified in Healthcare Compliance thru the Health Care Compliance Association
- Member of Healthcare Financial Management Association
- Continuing Education thru the Healthcare Financial Management Association, Health Care Compliance Association and Centers for Medicare and Medicaid Services.

JUNIOR K MUNZIMI

7 courtside way Manchester, NH 03104
(603) 486-1552 Jmunzimi16@gmail.com

OBJECTIVE

Seeking a position with the office of Youth Services Advisory Board.

EXPERIENCE

Victory Women of Vision- Office Manager/Case Manager

01/2019-present

Conducting 4 after school programs every week with immigrants' students and new American students

- *Teaching Cross Cultural Leadership Course to New Americans (Youth) and New immigrants (Youth)*
 - *Coordinating meeting with teachers and VWV staff members on new projects for student "New Americans and New immigrants" development*
 - *Coordinate and help "Minority Elderly" Women's program run smooth*
 - *Helping Immigrant file and adjust their statues in the US while explaining steps towards citizenship.*
 - *Tacking DHHS grant-related expenses: recording purchases and payments in the DHHS Grant Ledger, under Grant Activities (Expenses)*
 - *Tracking other VWV grant expenses*
 - *Tracking other VWV grant income*
 - *Tracking general VWV expenses, Unrelated to any grant i.e.: Donations or other gifts and amount given which will help on Form 990 tax filling*
 - *Send Payroll to accountant*
 - *Collecting DHHS Grant Activity Records for a pay period*
 - *Collecting any other activity records for other grants for a pay period*
 - *Paying office bills (rent, utilities, etc.)*
 - *Reviewing DHHS Grant spending: making sure that spending is on track with the budget*
 - *Reviewing spending on other grants*
- Monthly, first week of the month:*
- *Invoices DHHS: review grant-related expenses recorded for the previous month, will send the list of those expenses to the accountant to be added to the invoice*
 - *Updating DHHS Grant Ledger to reflect money spent that month*
 - *Reviewing DHHS Grant budget: Review total money spend from the DHHS Grant Budget, review average money spent from the DHHS grant each month, review what money from the DHHS Grant was spent on, Adjust spending accordingly.*
 - *Reviewing any other budget for other grants*
 - *Reviewing full VWV budget*
 - *Reviewing full VWV budget with the board*
 - *Making budgetary adjustments as needed.*

EASTERSEALS – ACCOUNTANT II

07/2015 – 2019

- *Assisted financial controller by ensuring proper internal controls in place including compliance with company policies, procedures, the Sarbanes & Oxley Act and other regulatory and statutory requirements*
- *Assisted with periodic external financial audits and provide support regarding information requests from other corporate functions*
- *Documented financial transactions, reconciled discrepancies, and prepared monthly activities such as standard journal entries, payroll, variance and analysis, financial preparation, and financial review*

EASTERSEALS-RESIDENTIAL INSTRUCTOR

07/2015- 12/2015

- *Coordinate and support treatment plan for each client's and family.*
- *Provide and/ or coordinate family case management to include meeting, transportation, emergency services and behavior management.*
- *Assist the family in finding resources for preventative and support services.*
- *Maintain relevant reports and statistical development related to each client in the program.*
- *work with clients conducting groups and recreational activities and helping them develop positive attitude.*
- *Develop and manage positive relationships with clients and parents.*
- *Collaborate with parents and attend client's meetings about their behavior plan.*

DELTA PROJECTS – ACCOUNTANT/FINANCIAL ANALYST

03/2012 – 06/2015

- *Assisted the financial manager, prepared, and analyzed financial reporting at all levels of organization on actuals, forecasts, and prior fiscal years*
- *Participated in monthly closing activities and conduct thorough research of variances to ensure data accuracy*
- *Assisted financial manager during the development of financial modeling and ad-hoc analysis for strategic initiatives, prepare and participate in capital reviews, NPV analysis and justifications*

EDUCATION

Bachelor of Science – Business Management

Southern New Hampshire University – 2016

GPA: 3.2 Cumulative

Associate of Science – Business Administration (Minor in Accounting)

Southern New Hampshire University - 2014

ADDITIONAL SKILLS

Computer Skills: *Adept at Microsoft Office, Microsoft Project, Intuit QuickBooks, Virtual platforms i.e.: Zoom, Googlemeet.*

Soft Skills: *Well Versed in Conflict Management, Oral & Digital Communication, Emotional Intelligence (EI/EQ), Time Management, Critical Problem Solving, Team-Oriented personality, and a Self-Starter with a Positive Attitude*

Languages: *Fluent in English, French, Swahili, and Lingala*

Gregory S. Goodrich, PE, NBIS

Structural Team Leader and Senior Project Manager



Education

BS, Civil Engineering,
Purdue University, 1999

Professional Registrations/ Certifications

Certified NHDOT Local
Public Agency (LPA)
Training – Federal Aid

Professional Engineer (Civil
Engineering) NH, 2007

Professional Engineer (Civil
Engineering) VT, 2014

Professional Engineer (Civil
Engineering) ME, 2012

Professional Engineer
(Civil/Structural) IN, 2005

NBIS Certified Bridge
Inspector, 2004

Professional Affiliations

Member, ASCE

NH Public Works
Association

Personal Certifications

Pilot: Commercial ASEL,
Instrument Rated

Greg is a Senior Project Manager in VHB's Structural Group in Bedford, New Hampshire. The leader of VHB Bedford's team of structural engineers, Greg has worked on projects large and small across Northern New England. He has extensive experience in planning, management, design, inspection, and construction of municipal, public, and private infrastructure including bridges, culverts, streets, and roadway and traffic signalization, including sign structure foundations. Additionally, Greg has worked on several accelerated bridge construction efforts throughout Northern New England.

22 years of professional experience

NHDOT, General Sullivan Bridge, Newington/Dover, NH

Greg served as Lead Inspection Manager for the in-depth inspection and rehabilitation of the General Sullivan Bridge. As part of a larger rehabilitation effort, VHB provided in-depth inspection of the existing conditions of the bridge which included analysis and load rating of the floor system and truss members. VHB also prepared preliminary engineering plans, as well as final plans, specifications, and cost estimates for the bridge rehabilitation.

NHDOT, I-93 Final Design Services, Salem to Windham, NH

Greg is Project Engineer responsible for design and construction documents for Northbound and Southbound I-93 bridges over Lowell Road and Pelham Road in Salem. This is a federally funded, state-managed highway project that includes preliminary and final design of single-span steel girder bridge replacements. Both bridges will utilize deck-over-backwall stub abutments supported on steel h-pile deep foundations with wrap-around mechanically stabilized earth (MSE) approaches.

NHDOT, Route 33 over Boston & Maine Railroad, Portsmouth, NH

Greg was Project Engineer for the final design and construction of a new bridge and approximately ½ mile of roadway. This was a NHDOT Municipally Managed bridge replacement project involving phased construction to accommodate a large volume of traffic during construction. Project included approximately 300' of retaining walls to minimize impacts. The new bridge is a precast, prestressed voided slab bridge on full-height reinforced concrete abutments over an active railroad, in addition to the retaining wall on the approach as discussed.

NHDOT, Sanbornton Culvert Replacement, Manchester, NH

Greg performed field inspections and developed preliminary rehabilitation concepts for a culvert replacement for I-93 northbound and southbound bridges over Salmon Brook in Sanbornton, NH. The project is current in final design.

NHDOT, I-293 over Black Brook, Manchester, NH

Greg is Task manager and inspector for the NHDOT I-293 Black Brook bridge repair project. This project involves temporarily repairing the bridge embankment until a more permanent solution is determined when the planning improvements to a section of I-293 along three miles in the City of Manchester begins.

MaineDOT, Historic Sewall's Bridge Rehabilitation, York, ME

Greg was Bridge Inspector for the detailed condition inspection and alternatives study for the rehabilitation of this historic timber bridge comprised of 15 spans with an overall length of 250 feet. The project included timber material sampling, visual and microscopic identification techniques, in-situ grading, MaineDOT's underwater inspection team, utility coordination, numerous load ratings, and evaluation of short- and long-term rehabilitation strategies with MaineDOT and the Maine Historic Preservation Commission that allow for higher load capacity while maintaining the critical characteristics of this historic civil engineering landmark.

VTrans, Vermont Railroad Bridge No. 219 over Otter Creek Final Design, Pittsford, VT

Greg was Project Engineer responsible for design and construction documents for Vermont Railroad Bridge No. 219 over Otter Creek. This federally-funded, state-managed railroad project includes final design of a new 190-foot Warren Truss and single-span nested steel plate girder approach span in conjunction with over 3,000 linear feet of permanent track diversion on new 15-foot-tall embankments and associated approach work. Bridge spans will be supported on full-height abutments supported on steel h-pile deep foundations.

Cross Street Bridge Design-Build, Middlebury, VT

Greg was Project Engineer/Bridge Designer for innovative \$16M bridge and roadway project for the Town of Middlebury. The scope of the project involved construction of a 480-foot bridge spanning the Otter Creek and Vermont Railway. He was responsible for bridge task management and design including subconsultant coordination and management. In addition, Greg was accountable for addressing bridge design issues and taking proactive measures during construction to ensure unforeseen conflicts and problems do not impede progress of the project schedule. He interacted regularly with the Design-Build Project Manager, Construction Manager, and all other bridge construction subconsultants.

Julie Turner

285 Ray Street, Ward 1, Manchester, NH | 603.703.4068 | Julie_Turner@comcast.net

Summary

I am the parent of three children in the Manchester School District and a professional educator with experience in K-8 public schools. I began my career as an 8th grade science teacher and in 2009 decided to teach part time and stay at home to raise my three children. I have volunteered regularly for MSD and have substitute taught at both Webster Elementary and Hillside Middle schools to help alleviate the substitute teacher shortage. Additionally, I served as the parent representative on three hiring committees for Webster Elementary principals and assistant principals as well as a member of the district's reading curriculum committee. As a strong believer in the City of Manchester and its public schools, I have continuously supported the district as well as offered solutions to help steer the district to make positive change. I endeavor to bring a thoughtful voice, listening ears, critical thinking and suggested solutions to the Board of School Committee.

Employment Experience

MANCHESTER SCHOOL DISTRICT, MANCHESTER, NH - 9/2018-3/2020

SUBSTITUTE TEACHER (GRADES K-8)

Worked across grade levels and between schools (Webster and Hillside) to teach a range of ages and subjects. Worked exclusively as a grade 3 teacher at Webster for two months in the fall of 2018.

CHILDREN'S COUNTRY LEARNING CENTER, HOOKSETT, NH - 9/2015-3/2020

SUBSTITUTE TEACHER (PRESCHOOL)

Worked with 3 and 4-year-olds to teach preschool basics such as cooperation, listening skills, pre-reading and phonics skills, character development, number sense, independence and gross and fine motor skills.

WEST RUNNING BROOK MIDDLE SCHOOL, DERRY, NH - 8/2002-5/2009

GRADE 8 SCIENCE TEACHER

Worked collaboratively and taught both regular and special education students with diverse backgrounds and abilities. Coached track and field, managed the chess club and chaperoned the ski club. Served as liaison between the science departments of Pinkerton Academy and West Running Brook Middle School.

Volunteer Experience

Manchester School District

- Webster School PTO At-Large Board Member (9/2015-present)
- Reading Curriculum Committee Member - Selected current MSD reading curriculum (Winter/Spring 2020)
- Hiring Committee Member: Webster School Principal Sarah Lynch (2017)
- Hiring Committee Member: Webster School Principal Nicole Doherty (2019)
- Hiring Committee Member: Webster Assistant Principal Kristen Withee (2015)
- Webster Elementary Library and Classroom Volunteer (2012-present)
- Webster (2012-present) and Hillside (2018-present) PTO Member
- Webster Elementary Science Fair organizer and volunteer (2014-present)
- "Roar" (Webster's monthly newsletter) editor (2016-present)

Community

- Grace Episcopal Church, Volunteer Lead Teacher, Manchester, NH (2015-present)
- New Horizons Soup Kitchen, Volunteer, Manchester, NH (2005-present)

Education

MASTER OF EDUCATION

Elementary Education
Edinboro University, Edinboro, PA
May 2002

BACHELOR OF SCIENCE

Geology
Allegheny College, Meadville, PA
May 2000

Attributes

- Goal-oriented
- Team player
- Leader
- Motivated
- Professional
- Organized
- Solution-seeker
- Effective communicator
- Education background
- Detail-oriented
- Reliable



Theodore S. Kitchens, A.A.E.
Director of Aviation

One Airport Road
Suite 300
Manchester, NH
03103-7450
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

February 23, 2021

Mr. Matt Normand
City Clerk, City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Request for Acceptance of CRRSA Grants

Dear Mr. Normand:

As part of the \$980b Coronavirus Response and Relief Supplemental Appropriations ("CRRSA") Act signed into law on December 27, 2020; the Manchester-Boston Regional Airport will receive two (2) supplemental grants from the Federal Aviation Administration ("FAA"). These grants are available at a 100% federal share and thus do not impact the Airport operating budget.

The first grant will be in the amount of *Four Million Three Hundred Fifteen Thousand Four Hundred Fifty Nine Dollars* (\$4,315,459.00). Under the CRRSA, airports may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. As with our CARES funds, we plan to use the CRRSA funds for our debt service payments.

The second grant will be in the amount of *One Hundred Eighty Two Thousand Five Hundred Forty-Five Dollars* (\$182,545.00) which can only be used for rent relief to our in-terminal concessionaires based on their proportionate share of rentals paid to the Airport in 2019. There is a provision where the Airport can withhold 2% for administration of the concession relief program.

I respectfully request that the Board of Mayor and Aldermen authorize the Manchester-Boston Regional Airport to accept these two federal grants. Should you or the Board have any questions or concerns, please feel free to email me at tkitchens@flymanchester.com.

Regards,

Theodore Kitchens, A.A.E.
Director of Aviation

TK/ca

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 & 2021 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Fourteen Thousand Three Hundred Seventy Three Dollars and Eighty Six Cents (\$14,373.86) for the FY 2021 CIP 710021 Annual ROW Roadway Rehab.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018 & 2021 CIP as contained in the FY 2018 & 2021 CIP budget; and

WHEREAS, the 2018 & 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Highway administered projects;

NOW, THEREFORE, be it resolved that the FY 2018 & 2021 CIP be amended as follows:

By decreasing:

FY 2018 CIP 710018 Annual ROW Road Reconstruction - \$14,373.86 BOND

By increasing:

FY 2021 CIP 710021 Annual ROW Roadway Rehab - \$14,373.86 BOND

Resolved, that this Resolution shall take effect upon its passage

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018, 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Two Hundred Forty Seven Thousand Two Hundred Twenty One Dollars and Eighty Four Cents (\$247,221.84) for the FY2021 CIP 712121 50/50 Residential Curb/Sidewalk Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2018, 2020 and 2021 CIP's as contained in the FY 2018, 2020 and 2021 CIP budget's; and

WHEREAS, the FY 2018, 2020 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2018, 2020 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711518 FY18 Residential 50/50 Sidewalk Program- \$73,956.41 OTHER

By decreasing:

FY2020 CIP 712820 50/50 Residential Curb/Sidewalk - \$73,265.43 BOND and \$100,000 OTHER

By increasing:

FY2021 CIP 712121 50/50 Residential Curb/Sidewalk - \$247,221.84
(\$73,265.43 BOND & \$173,956.41 OTHER)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2018 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Twenty One Thousand Eight Hundred Six Dollars and Seventy Two Cents (\$21,806.72) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2018 and 2021 CIP's as contained in the 2018 and 2021 CIP budget's; and

WHEREAS, the 2018 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the 2018 and 2021 CIP's be amended as follows:

By decreasing:

FY2018 CIP 711618 FY18 Roadway Improvement - \$21,806.72 OTHER

By increasing:

FY2021 CIP 712421 FY21 Roadway Improvement - \$21,806.72 OTHER

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirty Thousand Seven Hundred Ninety Nine Dollars (\$30,799) for the FY 2021 CIP 811521 Small Business Assistance Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 811621 - CARES Act Public Service/Capital Improvements - \$12,705

FY 2021 CIP 812321 - CARES Act Support Fund - CDBG-CV3 Activities - \$18,094

By increasing:

FY 2021 CIP 811521 - CARES Act Support Fund - Small business Assistance Program - \$30,799

Resolved, that this Resolution shall take effect upon its passage